



Rural Payments  
Agency

## **Countryside Stewardship 2021: How to apply online for the Wildlife Offers**

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# Countryside Stewardship: How to apply online for the Wildlife Offers

This guidance explains how to apply for the Countryside Stewardship (CS) Wildlife Offers using the Rural Payments service.

The deadline for the Rural Payments Agency (RPA) to receive your application (including any documents) is midnight on 30 July 2021.

You can apply online for any of the wildlife offers:

- Arable Offer
- Lowland Offer
- Mixed Offer
- Upland Offer

There are 3 things you need to do online:

- **check and change** your information
- **complete** your application
- **confirm** your information and apply

The sections of this guide are laid out in this order.

You also need to scan and email the supporting documents, and evidence if it needs to be submitted, to RPA – read the ‘Supporting documents and evidence’ section for more information.

## Be aware of fraud

How to avoid fraud and what to do if you suspect an attempted fraud.

Fraudsters may target farmers who receive subsidy payments and we're aware that in the past some customers have received emails, texts and telephone calls claiming to be from RPA or Defra. Links to a website mocked up to look like an RPA or Defra online service are sometimes included in the message. We do not send emails or text messages with links to websites asking you to confirm your personal details or payment information. We strongly advise anyone who receives such a request not to open the link and delete the item.

As fraudsters may target farmers who receive subsidy payments, remember:

- never discuss your bank account details with someone you don't know
- we will not ask you to make a payment over the phone
- delete any emails or texts you do not believe are genuine, and do not open any links – our main email addresses are:
  - [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)
  - [rpa@notifications.service.gov.uk](mailto:rpa@notifications.service.gov.uk)
- be cautious about what information you share externally, particularly on social media.

If you suspect an attempted fraud or feel you have been the subject of fraud, you can contact:

- RPA's Fraud Referral Team on 0800 347 347 or [FraudInConfidence@rpa.gov.uk](mailto:FraudInConfidence@rpa.gov.uk)
- Action Fraud (the UK's national reporting centre for fraud and cyber-crime) on 0300 123 2040.

## Sign in to the Rural Payments service

If you're new to the Rural Payments service or already a customer this information will help you sign in.

### If you're a new customer

You must verify your identity before you can register with the Rural Payments service. You can do this in one of 2 ways.

1. Online with GOV.UK Verify – this gives you simple, trusted and secure access to an increasing number of public services on GOV.UK.

If you have difficulty verifying your identity with GOV.UK Verify or you are having problems with the Verify service, you should contact your identity provider.

2. Call the Rural Payments helpline on 03000 200 301 and we will help you – this will only give you access to the Rural Payments service, not other government services.

After you've verified your identity, you can sign in to the Rural Payments service and start to register. You will need to create a password. For security do not share your password with anyone.

### If you're an existing customer

Sign in to the [Rural Payments service](#).

Or you can sign in using the link on the [RPA page](#) on GOV.UK and click 'Sign in to the Rural Payments service'.

Depending how you registered for the service you'll need your:

- 'Verify' login details if you registered through GOV.UK 'Verify'. Click the 'Sign in if you registered online with GOV.UK Verify' link and follow the onscreen instructions
- customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password'. For security do not share your password with anyone.

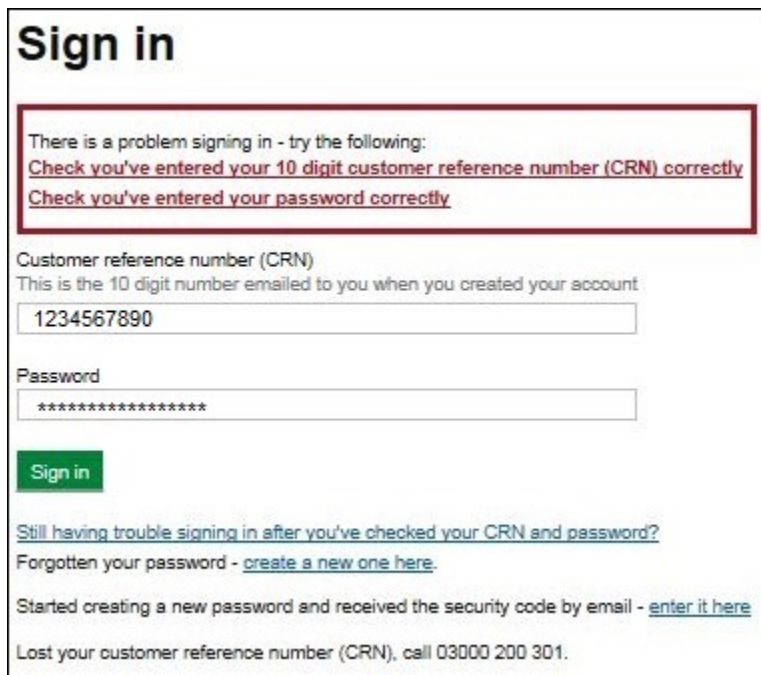
To open the service we recommend you use the latest version of Internet Explorer, Google, Chrome, Firefox or Safari.

The best screen resolution to view the service is 1024 x 768.

To view PDF files from the service (such as an application summary), we recommend you download the latest version of Adobe Acrobat.

## Problems signing in to the Rural Payments service

If you make a mistake when signing in to the service you'll see this message:



The screenshot shows a sign-in page with the following elements:

- Sign in** (header)
- Error message box:**
  - There is a problem signing in - try the following:
  - [Check you've entered your 10 digit customer reference number \(CRN\) correctly](#)
  - [Check you've entered your password correctly](#)
- Customer reference number (CRN)** field: This is the 10 digit number emailed to you when you created your account. The input contains "1234567890".
- Password** field: The input contains "\*\*\*\*\*".
- Sign in** button (green).
- [Still having trouble signing in after you've checked your CRN and password?](#)
- Forgotten your password - [create a new one here](#).
- Started creating a new password and received the security code by email - [enter it here](#).
- Lost your customer reference number (CRN), call 03000 200 301.

- Check that you've entered your CRN correctly.
- Then make sure you're using the correct password.

You have 3 attempts to sign in to the service. If you make a mistake at each attempt you won't be able to access your account. You'll need to change your password, read 'Registered through RPA' for more information.

If someone else makes a mistake when signing in to their account by accidentally using your customer reference number (CRN), they'll also see this message but it will count towards failed attempts to access your account. If this happens, then the next time you try to sign in to your account you may not get 3 attempts and may need to follow the same instructions above to get access.

## What to do if you still cannot access the Rural Payments service

### Registered through GOV.UK Verify

If you registered through GOV.UK Verify and cannot access your account, you need to contact your chosen provider.

You can leave feedback on the issue using the link on the GOV.UK Verify screen.

The Government Digital Services (GDS) team will investigate your issue and reply to you if you requested a response.

## Registered through RPA

You'll need your CRN and the password you created when you activated your account. If you have forgotten your CRN, call us on 03000 200 301.

If you've forgotten your password or need to change it, click the 'create a new one here' link on the Sign in screen.

Enter your CRN and email address, then click 'Request security code'.

# Create new password

First we need to email a security code to you

Customer reference number (CRN)

Email address  
(Must be held in the Rural Payments service for your CRN)

[Request security code](#)

You'll receive a security code by email. You'll need to enter the code on the next screen.

You must use the security code within 12 hours. If you haven't used it by then, you'll have to request another one.

**IMPORTANT:** Keep the 'Create new password' screen open while you access your emails so that you can enter the security code.

The easiest way to do this is either:

- open a 'new tab' by clicking the right button on your mouse or pad with the cursor over the existing tab at the top of the screen, and read your emails in the new tab
- access your emails from another device, for example, your mobile phone.

If you close the 'Create new password' screen before you enter the security code, you can enter it from the Sign in screen. Click the 'Started creating a new password and received the security code by email – enter it here' link near the bottom of the screen. We've shown this link in the screenshot under 'Register through RPA'.

Then at the 'Create new password' screen you'll need to enter your CRN, email address and the security code, then click 'Continue'.



# Create new password

Enter your details and security code below

Customer reference number (CRN)

Email address

(Must be held in the Rural Payments service for your CRN)

Security code

After you've entered your security code you can create a new password. You must not use your email address as your password as it will not be accepted.

Use the new password when you want to Sign in to the Rural Payments service.

After you've successfully changed your password, if you still cannot sign in, call us on 03000 200 301.

## **Check and change anything that needs to be updated**

Check your personal details, business details, permission levels and land use, and change them if needed

### **Check – your details are up to date**

Before you start to create your application, you must check that the personal and business details you've already registered are still correct. We'll use them to contact you about your application so please make sure they are up to date.

### **Check – your personal details**

As soon as you sign in to the Rural Payments service you'll see a screen called 'Your businesses and messages'. To check and change your personal details, click 'View and amend personal details' on the right side of the screen. Click 'Amend your details', then after you make any changes, click 'Submit changes'.

Check that your address, email address and phone numbers are up to date.

**IMPORTANT:** If you apply online, we'll contact you by email whenever possible, so it's important that your email address is up to date.

### **Check – your business details**

To check your business details, choose the business from the 'Your businesses and messages' screen. On the 'Business overview' screen, click 'View full business details' on the right side of the screen. To make any changes, click the appropriate 'Amend' link.

The main business address that we have in the Rural Payments service is the address that we'll use to send certain types of information to you, such as the remittance advice after a payment is made.

### **Check – your bank account details**

It's important that your bank account details are up to date and valid or we will not be able pay you for CS and any other schemes you are claiming payment for. To amend your bank account details, call us on 03000 200 301. You cannot change them online or by email.

We'll make payments in sterling only.

To help prevent fraud, after payments start from 1 December 2021 until the end of December, there are restrictions on updating bank account details. We can only update details if we have asked you for them or if your bank has rejected payment.

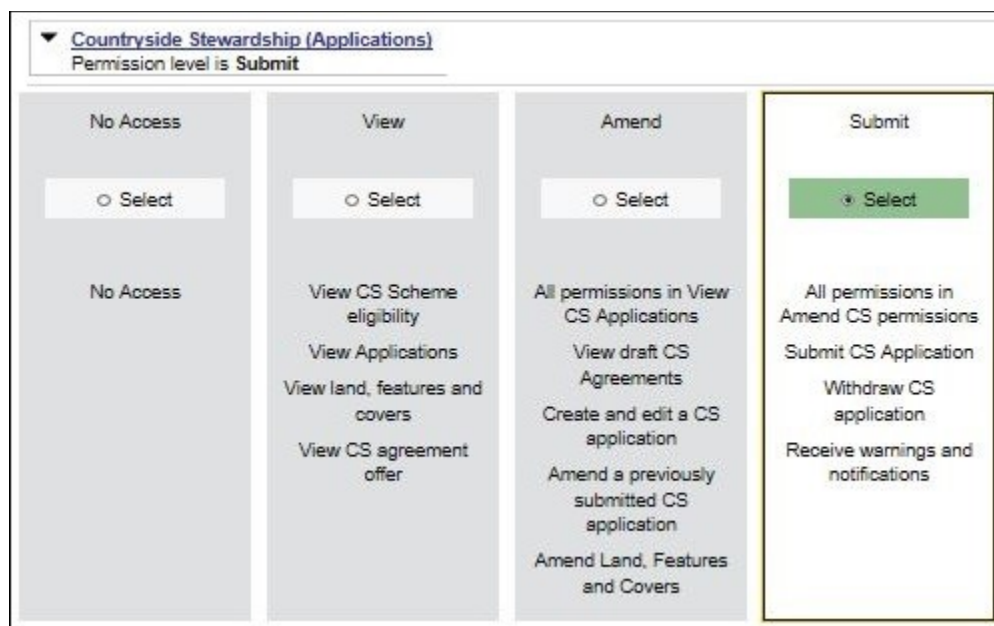
## Check – your permission levels

If the 'Countryside Stewardship Applications' link is not visible on the Countryside Stewardship screen, or you're not able to do something in the application screens, check you've got the correct permission level.

To check your permission levels, click the relevant name under 'Give people permission to act for this business' on the 'Business overview' screen. If you do not have the right permission level in the service you'll need to get someone with 'Business Details: Full Permission' level for the business to change your permission level.

There are 4 different permission levels. To submit an application, you must have Countryside Stewardship (Applications) 'Submit'.

If you still cannot see what you need to see or the link after your permission level has been updated in the Rural Payments service, you should 'sign out' then 'sign in' again, to refresh your account.



## Check – any permission levels you've given to other people

If you want someone else to have access to your business so they can help you apply online, you need to check that you've given them the right permission level. You must have 'Business Details: Full Permission' level for the business to be able to change their permission level.

Click the relevant name under 'Give people permission to act for this business' on the 'Business overview' screen. They'll need Countryside Stewardship (Applications) 'Submit' permission if you want them to apply for you. They must be registered in the Rural Payments service before you can give them access, and you will need their customer reference number (CRN).

If you prefer you can arrange for someone else to receive payments on your behalf.

After you've updated the permission level, remember to scroll to the bottom of the screen and click 'Save and return'.

## **Check – your digital maps**

You can look at digital maps of the individual land parcels which are linked to your SBI in the Rural Payments service. You can see them as either an OS map or as an aerial photo – you can print the OS map view too (with or without your hedges showing on it). For more information about how to do this, click the 'Help' link on the screen.

On the 'Business overview' screen, click the 'View land' link.

## **Check your land parcel maps online**

It's important that you check your maps online because we've reviewed and updated our mapping information, where necessary, since applications were made for 2020. We've updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we've updated your land parcels, you will have received notifications in the 'All messages' tab in the Rural Payments service identifying which land parcels have been updated. If you do not read your messages, we will send you an email reminding you to sign in to the service and check your notifications.

## **How to use the Land summary screen**

You'll see a summary of your land parcels giving the number of parcels, their total area, and the total areas of your land covers. You'll also see a list of all the individual land parcels and the total area, land cover and eligible area for each of them. Click on the individual land parcel details to see more information about that land parcel. If your business has 50 land parcels or more and land in more than one Ordnance Survey (OS) tile (for example, ZZ3, ZZ4, ZT3, this is the National Grid reference and first digit of the OS number), you may see a slightly different map. Click the 'Help' link on the screen to find out more about any of these screens or maps.

The 'Land summary' screen will highlight if there are any changes 'pending' on any of the land parcels – if there are, you will see an '!' icon (exclamation mark). This means we're still working on changes to that land parcel, so you

should take account of any outstanding RLE1 forms that you've sent to us - or any outstanding inspection reports. You do not need to send us another RLE1 form.

**Land summary**  
A Farmer

Help

This is a summary of the information we currently hold for this land.

**Summary**

Number of parcels	22
Total area (ha)	87.06
Permanent Grassland (ha)	86.46

**Land parcels**

This is how the land parcels for this business are distributed. Click on the Parcel ID to view it or tell us about any changes.

An icon denotes there are changes pending for the parcel.

Parcel ID	Total area (ha)	Eligible covers	BPS eligible area (ha)
FT1234 5575	0.30	Permanent Grassland	0.30
FT1234 5751	11.62	Permanent Grassland	11.10

Is this information up to date?  
If you have already asked us to make changes to information about your land, they might not show here yet.

If there are no changes 'pending', but you need to make changes to the land parcel, send us an RLE1 form and sketch map to tell us about the changes.

If you cannot see a particular land parcel, this could be because it is not linked to your SBI – or is not registered on our database at all. Read the 'Add a land parcel to your business (SBI)' section.

### Land cover and how to change it

From the 'Land summary' screen, click the details for an individual land parcel and you can see the 'land cover' and its total area for that land parcel in the 'Parcel details' screen. The land cover will be either arable, permanent pasture, permanent crops or 'other' (non-agricultural area, with the type of non-agricultural area if that has been mapped, such as ungrazeable scrub). It is important that this information is correct.

**Parcel details**  
A Farmer  
Parcel ID: FT1234 6781

**Help**  
This is a summary of the information we currently hold for this land parcel.

There are changes pending for this land parcel.

**Summary**

BPS eligible area (ha)	11.1
Total area (ha)	11.62

**Land covers**  
These are the land covers that we currently have mapped.

Land covers	Total area (ha)
Woodland	0.53
Permanent Grassland	11.10
<b>Total area</b>	<b>11.62</b>

**Land actions**  
[Download a print-friendly version of this page. \(PDF\)](#)

**Is this information up to date?**  
If you have already asked us to make changes to information about your land, they might not show here yet.

The map shows a red-outlined parcel with a 'Hedges' icon in the top right corner.

To change the land cover for a land parcel, read the information under ‘Other things you may need to know’.

**IMPORTANT:** Before you change the land cover for an individual land parcel, check that this will not affect any Countryside Stewardship or Environmental Stewardship agreement or BPS application that the land parcel has been included in.

### Hedge layer information

You can view the hedge information we have for your land in the ‘Parcel details’ screen by selecting a parcel within the ‘Land summary’ screen. If the parcel contains any hedge information, it will display in a list at the bottom left of the screen. If you want to see where your hedges are in the map, click the ‘Hedges’ icon. You can also print the land parcel map either with or without the hedges showing on it. For more information, click the ‘Help’ link on the screen.



**Land covers**

These are the land covers that we currently have mapped.

Land covers	Total area (ha)
Arable Land	4.18
<b>Total area</b>	<b>4.18</b>

**Hedges**

These are the hedges that we currently have mapped for this parcel.

Number	Length(m)
1	315
2	229
3	163
4	135

**Land actions**

[Download a print-friendly version of this page. \(PDF\)](#)

## Checking your land areas

All the land information needs to be to 4 decimal places (that is, x.xxxx ha). If you have any problems doing this we recommend you round down rather than using normal rounding rules.

For example if the parcel is 2.47725 ha, record as 2.4772 ha, rather than 2.4773 ha.

## Other things you may need to know

Additional information you may find useful when checking your land information.

### **If you have an exclamation mark (!) icon next to a land parcel in the Land summary screen.**

You need to make your application and ensure that the information in your 'Land use' screen is up to date. The exclamation mark in your digital map shows that we're still mapping changes but you do not need to wait for us to finish before you apply.

### **If you sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark (!) icon**

You need to do one of the following:

- email us at [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)
- call us on 03000 200 301, giving your SBI.

Give your SBI and use 'Mapping Query' as the subject heading of an email or letter and give details of the change that you've requested.

You should still submit your application based on the information you have to the best of your knowledge, and send an email to us to explain what you've done.

### **If you think we have mapped a permanent non-agricultural feature or area, or land parcel boundary incorrectly**

You need to send us an email or a letter to let us know, if you have already told us about the change. If you have them, include a copy of any RLE1 forms and maps you have sent to us (if applicable) about the non agricultural area or feature (read the RLE guidance for more information).

Print a copy of the land parcel from the 'Parcel details' screen and mark the change required on it (include any measurements if you have them and if it is a feature, what the feature is).

Make sure the feature has the correct area/land use code in your land use screen.

### **If you have land cover shown on your maps which is incorrect**

You need to do one of the following:

- if there is one land cover type for the whole land parcel, call us
- if there is more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land cover and areas.

### **If you see a change to your maps and are not sure why we have made it (for example it is not a change you told us about)**

You need to check 'All messages' tab in the Rural Payments service for any new notifications.

We use all available data sources, including aerial photos and Ordnance Survey map updates, to keep our land information up to date, and to check any claims you make.

We will not write to you anymore to tell you when we make a change to your maps based on these data sources but you will receive a notification when we make these changes – check 'All messages' tab regularly in the Rural Payments service.

If you do not agree with the changes:

If it's a change to land cover, see the query above.



If you disagree with a split or merger of parcels, providing you are the sole applicant and there is no overall change to the eligible area you are applying for, there is no need to update your maps before you apply. If you want us to do so, then please tell us later in the year.

If the changes do affect the eligible area of the land parcel, you need to fill in an RLE1 form and submit this along with a sketch map. Then, continue to make your application using the information you've given us on the RLE1 form.

For more information read the RLE1 guidance. You can find the [RLE1 form and guidance](#) on GOV.UK.

### **If you notice a mapping change made by RPA after you've submitted your 2021 application – and need to update your application**

You need to call RPA on 03000 200 301.

However, you cannot make these changes if:

- you have already been told about any non-compliance affecting the agricultural parcel you want to amend
- an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend
- you have received advance warning of an inspection.

### **If you want to know if you should send us an RLE1 form and sketch map to tell us about changes to your land**

You need to send us an RLE1 form and sketch map if you are:

- registering new land parcels
- transferring parcels and cannot make the transfer using the Rural Payments service
- dividing or merging parcels
- making permanent boundary changes
- adding or deleting non-agricultural areas and features that are not already shown on your maps
- changing land cover – where there is more than one land cover for a land parcel

You do not need to send us an RLE1 form if you've already sent one telling us about a change, and an exclamation mark (!) icon is showing against your land parcel on the 'Land summary' screens in the Rural Payments service.

### **If you have a small area of land at least 0.01 of a hectare in size that has been wrongly mapped as ineligible land**

You need to change the land use, and send us an RLE1 form to ask us to change it to eligible land.

### **If you have a land parcel that has been incorrectly merged with someone else's land parcel**

You need to apply on the eligible land area within the parcel and then send us an RLE1 form and sketch map to correct the land parcel boundaries. Do not fill in a land use code for the area that is not yours.

If you need to send us a map showing any changes, print the individual land parcel from the Rural Payments service – 'Land summary' screen – mark it up and send it to us with your RLE1 form.

The [RLE1 form and guidance](#) are available at on GOV.UK.

## **Change – your Land use**

If you do not need to make a change to your land use, go to 'Complete your application'.

On the 'Business overview' screen, click 'Update land use'.

**IMPORTANT:** If you are changing the land use for a land parcel that is already included in a CS agreement or BPS application, make sure that the land use is compatible for BPS and with the CS management option or it may affect your CS agreement and payment. For more information, read the relevant CS manual – search for '[Countryside Stewardship](#)' on GOV.UK.

### **Help is available**

There's a 'Help' link on the screens that will take you through each process step by step. You can print a copy of the onscreen Help from inside each Help window or you can call us on 03000 200 301 if you get stuck.

# Land use

A FARMER

Tell us about changes to your land use.

**Help**

Land Uses NG National Grid ST

Filters +

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.
			ST5855	4716	0.3417	0.3417	PG01 - PERMANENT GRASSLAND	1 0.3
			ST5855	4813	0.0776	0.0000	WO12 - MIXED WOODLAND	1 0.0
			ST5855	5008	0.5725	0.0000	WO12 - MIXED WOODLAND	1 0.5
			ST5855	5518	1.1017	1.1017	PG01 - PERMANENT GRASSLAND	1 1.1
			ST5855	5625	1.3569	1.3569	PG01 - PERMANENT GRASSLAND	1 1.3

**3 - How to make changes to land use**

Use the 'Edit', 'Add' or 'Delete' icons to make changes to your land use information as described below:

**A1 - Edit land use**

For the land parcel you want to edit, click the **Edit** icon. Before you do this make a note of the area you are planning to change it to. For example, the field size or BPS area.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha m
			ST4269	7114	3.8820	3.8820	AG01 - WHEAT - WINTER	1	3.8820
			ST4269	7134	3.4677	3.4677	PG01 - PERMANENT GRASSLAND	1	3.4677
			ST4269	7770	3.7510	3.7510	PG01 - PERMANENT GRASSLAND	1	3.7510

(To leave this screen at any time without saving the new information click **Back**.)

To change the land use, click in the **Land use** box, start to type the land use description or code, for example, 'Maize' or 'AC17', a list of land use descriptions and codes will appear. You can then choose the code you want. Make sure you click the correct one from the list. A full list of codes is on [GOV.UK](http://GOV.UK).

## Searching for a land parcel

If you have a large number of land parcels, the easiest way to find the parcel you're looking for is to use the 'Filters'. When you use a filter, you can update your land use and you'll return to the filtered view (rather than the top of the land use screen). This means you can make a number of changes to a land parcel without having to search for it each time.

To see the filters, click the Filters heading.

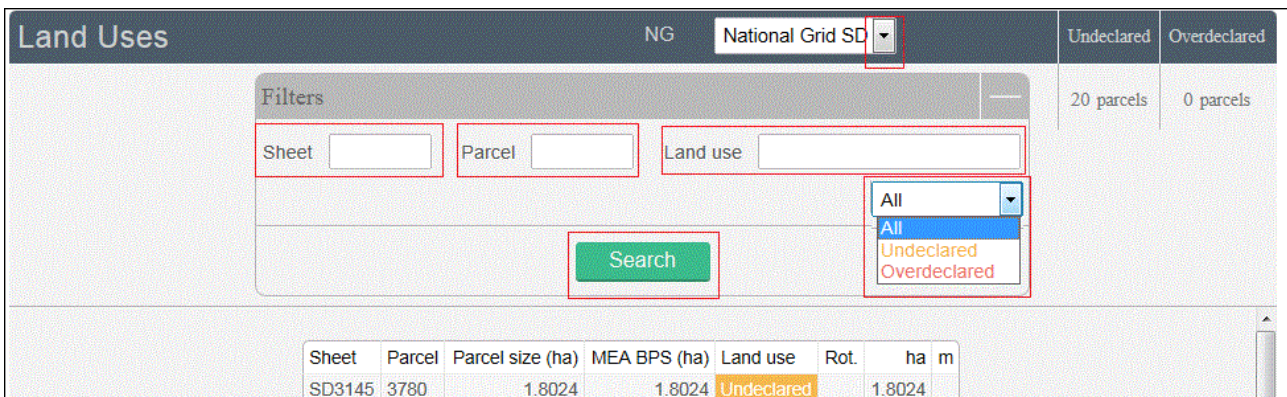


You can filter by:

- sheet reference (for example, '2435' or 'AB1234')
- parcel ID (for example, '1145')
- land use – using this filter will show all the instances of a single land use (for example, if you search for permanent grassland it will show you all the land uses for 'PG01 – Permanent Grassland' for each National Grid reference)
- 'Undeclared' or 'Overdeclared' to see all the parcels and land use areas which have these warnings.

To filter, type the information you want to search for into one of the white boxes, then click the 'Search' button. To filter for 'Undeclared' or

'Overdeclared' warnings, click the arrow next to 'All', and choose the warning you want to search for.



To remove a filter:

- delete the text you've typed into one of the white boxes, then click 'Search'
- click the arrow next to the box showing 'Undeclared' or 'Overdeclared', then click 'All'.

If you use the filter to search by OS Sheet number you will rarely have more than 10 land parcels to look through and generally all are displayed on the screen.

## Make changes to land use

You can do the following:

Edit – change a land use area.

Add – include another land use in the land parcel, and tell us area/measurement.

Del (delete) – remove a land use from a land parcel.

The screenshot shows the 'Land Uses' interface with a table of land parcels. The table has columns for 'Edit', 'Add', 'Del.', 'Sheet', 'Parcel', 'Parcel size (ha)', 'BPS area (ha)', 'Land use', 'Rot.', 'ha', and 'm'. The 'Edit', 'Add', and 'Del.' columns contain icons for editing, adding, and deleting rows. The 'Land use' column shows 'Undeclared' for the last row. The 'Undeclared' and 'Overdeclared' counts are 11 parcels and 0 parcels respectively. The table data is as follows:

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
✎	+	✕	ST3865	2561	11.8063	11.8063	TG01 - TEMPORARY GRASS	1	11.8063	
✎	+	✕	ST3865	2627	1.8729	1.8729	TG01 - TEMPORARY GRASS	1	1.8729	
✎	+	✕	ST3865	2640	0.2125	0.2125	PG01 - PERMANENT GRASSLAND	1	0.2125	
✎	+	✕	ST3865	2688	0.5316	0.4870	PG01 - PERMANENT GRASSLAND	1	0.4870	
	+		ST3865	2688	0.5316	0.4870	Undeclared		0.0446	

When you are changing your land use there are checks built into the Rural Payments service. They will highlight if the land uses you have declared for a parcel add up to more or less than the total field size that we currently have mapped.



The total field size is the area of the parcel which is linked to your holding. This may be different from the size shown in your land maps as they show the total parcel size. For example, if the land parcel is 10.0000ha in size and 50% is linked to you, the total field size will show as 5.0000ha in the land use screen but 10.0000ha in your land maps.

If you see an amber 'undeclared' warning, this means you have not declared the land use for the area of the land parcel that is linked to your holding and we currently have mapped. To add a land use for this area, click the Add icon for the row shown as undeclared.

## Undeclared

If you see a red 'overdeclared' warning, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped and linked to your holding (SBI). Use the 'Edit' icons on the land use screen to reduce the size of one or more of the land uses in the land parcel.

## Overdeclared

You can update your land use to remove the 'Undeclared' and / or 'Overdeclared' warnings, but you may not need to if:

- you need to tell us about a change to the total size of the field – fill in and send us an RLE1 form and sketch map to tell us about the changes and make sure the land use you've entered is correct
- you have already sent us an RLE1 to tell us about changes, but we have not updated your maps yet. You need to make sure the land uses for the parcel and their areas are correct
- only part of the land parcel is yours, then you should only declare the land use(s) and area for your part of the parcel.

If any of these apply, you can still submit your application if the 'undeclared' or 'overdeclared' warnings are showing.

If you have a land parcel in the 'land use' screen showing an area of 0.0000 and an amber 'undeclared' warning next to it. You need to do one of the following:

- if the parcel should not be linked to your SBI because, for example, you do not have control of the parcel or have sold it, and you want to transfer it to the new owner or remove it from your holding, read the 'Transfer or remove a land parcel from your business (SBI)' section.
- if you cannot remove or transfer the parcel online in the Transfer Land screens, fill in and send us an RLE1 form to make the transfer

- if you want to use it in your application, add the land uses to the land use screen using the information you have before you add the land parcel to your application
- if you do not want to use this land parcel in your application then leave the parcel as undeclared with an area of 0.0000 when you submit your application.

Note that the land use screen will still show as an ‘undeclared’ area and warning against the 0.0000 and reference number.

### Adding or editing a land use

Enter a new land use (after clicking the ‘Add’ icon) or edit an existing one (after clicking the ‘Edit’ icon). If you get stuck, click the ‘Help’ link.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4668	9653	1.1516	1.1439	PG01 - PERMANENT GRASSLAND	1	1.1439	
			ST4767	1769	5.2691	5.2691	PG01 - PERMANENT GRASSLAND	1	5.2691	
			ST4767	2388	3.7210	3.7210	WO12 - MIXED WOODLAND	1	3.7210	
			ST4767	4279	0.6631	0.6631	PG01 - PERMANENT GRASSLAND	1	0.6631	
			ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0219	
			ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0779	
			ST4767	5899	0.1174	0.0998	Undeclared		0.0176	

When you add or edit a land use, if the screen shows ‘Rotations’ this is no longer in use.

When you have made your changes on this screen, click ‘Save’, then ‘Back’.

**IMPORTANT:** If the changes you make mean that the total size of the field (‘Parcel size’ in the land use screen) has changed, you need to fill in and send us an RLE1 form and sketch map and ask us to change the permanent field boundaries (if you have not already done so). You can download an [RLE1 form](#) from GOV.UK, search for RLE1.

If you have already sent us an RLE1 form, you can check your land parcel digital map to see if the change still shows as ‘pending’ – shown by an (!) icon. For more information, read the ‘How to use the land summary screen’ section.

### Add a land parcel to your business (SBI)

If you want to add a land parcel to your business (SBI) before you submit your application, you need to:

1. If the land parcel is not registered with RPA

Fill in and send us an RLE1 form and sketch map to register the land parcel (if you have not already done so).

## 2. If the land parcel is already registered with RPA

You need to do one of the following:

- ask the previous owner or applicant to transfer the land parcel to you in the Rural Payments service (this will link the parcel to your SBI). We recommend online transfers are made as early as possible so they appear in your online application before you submit it. If the business transferring the land owns less than 100% of the land parcel or is a tenant, they need to fill in and send us an RLE1 form to request the transfer.
- add land by email – you can now add land to your holding by sending an email request to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) with the details of the parcel(s) you wish to add. The subject heading of the email should include the wording 'CS 2021 Add Land', or use the relevant year if after 2021.

Include the following information:

- the SBI and name of the business the land should be linked to
- the land parcel reference numbers for the parcels you want to add, including sheet reference numbers and parcel IDs
- your name and contact number in case of any issues.

When we have completed your request, we will send you a confirmation email. You should make sure that requests are sent to us before 30 June.

You can now edit land use in the [Rural Payments service](#). You can also now transfer land parcels until 17 May 2021 using the [Rural Payments service](#).

### **Transfer or remove a land parcel from your business (SBI)**

**IMPORTANT:** This is not removing a land parcel from your CS application

If you want to transfer or remove a land parcel from your business (SBI) using the Transfer Land screens, you need to do one of the following:

1. transfer the land parcel to the right business on the Rural Payments service (this will remove it from your business (SBI)). Read the Important note below for more information.
2. 'Remove' the land parcel **from your business (SBI)** if you no longer have control of it – for example, you do not farm it any longer. Read the Important note below for more information.

**IMPORTANT:** If you transfer the land parcel from your SBI, or use the 'Remove' land option in the 'Transfer land' screens, this will completely remove the land parcel from your record (SBI), you will not be able to use it in

your application for either Countryside Stewardship or any of the following schemes.

- Basic Payment Scheme
- Environmental Stewardship
- Habitat Scheme
- English Woodland Grant Scheme
- Farm Woodland Premium Scheme
- National Forest Changing Landscape Scheme
- Woodland Carbon Fund
- HS2 Woodland Fund

**Do not** use the 'Remove land' option in the 'Transfer land' screens if you still control the land parcel for one of these schemes. If you remove a land parcel that is under an existing Rural Development Programme agreement, it will be removed from your land record and from your agreement. It may also mean that any payments already made to you are reclaimed.

For these cases you should use the correct 'land use' for the scheme you are claiming under. To update your land use, from 'land use' screen, use the 'Edit land use' option.

### **Other changes you may want to make**

Additional information you may find useful when you make changes to your land information.

### **If you want to change the size of a land parcel (because the permanent boundary has changed)**

You need to increase or reduce the total size of your land parcel.

To increase the size of the land parcel, you must do all of the following:

- increase the area of land use for the corresponding land use code(s). Use the 'Edit' and/or 'Add' icons in the land use screen to make the changes. The total area of land use will now be larger than the total parcel size, and will show as 'overdeclared'
- fill in an RLE1 and sketch map to tell us about the change to the land parcel (if you have not already done so).

To reduce the size of the land parcel you must:

- reduce the area of land use for the corresponding code(s). Use the 'Edit' icon in the land use screen to make the changes. The total area of



land uses will now be smaller than the total parcel size, and will show as 'undeclared'

- fill in an RLE1 form and sketch map to tell us about the change (if you have not already done so).

### **If you want to split or merge parcels (permanent splits, not crop splits)**

You need to do either of the following:

- Merge: fill in the land use for each parcel and leave as 2 separate parcels. Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this.
- Split: fill in the land use for each parcel in the existing parcel (and do not split it other than providing different land use where needed). Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this.

Then fill in and send us an RLE1 form and sketch map to tell us about the change (if you have not already done so).

### **If you want to submit an RLE1 to tell us about changes to your land**

You need to fill in an RLE1 form and sketch map to tell us about permanent changes to your land.

When submitting an RLE1 form for land changes, make sure that the changes are also shown in your online application.

If land changes occur later in the year and these affect your current application, tell us about the change using an RLE1 form and sketch map, and write to us explaining the changes needed to your application.

### **If you want to claim for land that is in dual use**

You need to agree the land use code for the land parcel with the other applicant – make sure it is compatible with both CS/ES agreements and BPS. Once this is agreed, this is the land use you should both declare in your land use screen and should not be changed unless you both agree with the change.

Then, you need to do one of the following if you are:

- Claiming for Countryside Stewardship or Environmental Stewardship and someone else is claiming for BPS on the same area: do not activate the land parcel for payment on your BPS application if you are applying for BPS on other land parcels, use the 'activate less BPS area' screen. Do not amend the land use code or eligible area on the 'Land use' screen.
- Claiming for BPS on the land parcel: claim for the land parcel but do not amend the land use code. The person who IS NOT claiming for BPS on

the land parcel should use the 'activate less BPS area' screen to show the 'eligible area' as 0.0000 so that the land parcel is not activated for payment, if they are applying for BPS on other land parcels.

**If you want to have a land parcel in your 'Land use' screen in the Rural Payments service and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)**

You need to do one of the following:

- leave it so it shows as more than one line in the 'Land use' screen, or
- delete and edit the information so the land use only shows on one line for that land parcel.

**If you want to change the land cover for a land parcel**

You need to do one of the following:

1. where there is one land cover (arable, permanent grassland, permanent crops or non-agricultural use) for the whole land parcel, call us on 03000 200 301.
2. where there is more than one land cover for a land parcel, you must fill in and send us an RLE1 form and sketch map clearly marked with the land covers and areas.

For more information about land cover, read the [RLE1 guidance](#).

# Complete your application

Use this section to help you complete your application. You must also complete an options map and a Farm Environment Record (FER) map – read Annexes 5 and 6

## Getting started

After you've signed in to the Rural Payments service, click 'View business'. Scroll down the 'Business overview' screen and click 'Countryside Stewardship Applications'.

**Your businesses and messages**  
A FARMER

**IMPORTANT:**  
Check and update or confirm your email address under 'Contact details' in the Personal details screen. Click this [Amend personal details](#) link, to go direct to that screen.

Overview | All messages **2 unread**

Business	View or check	Messages	
<b>A Farmer</b> SBI: 887654321	<a href="#">View business</a>	<a href="#">View messages</a> <b>2 unread</b>	Account options <a href="#">View and amend personal details</a>
<b>A &amp; B Farmer</b> SBI: 765432109	<a href="#">View business</a>	<a href="#">View messages</a> <b>6 read</b>	<a href="#">Register a business</a>
<b>North Farm</b> SBI: 876543210	<a href="#">View business</a>	<a href="#">View messages</a>	<a href="#">Create or view a query</a>

If you cannot see the 'Countryside Stewardship Applications' link, you should check that you have the correct permission level to create an application. For more information read the 'Check your permission levels' section. If you still cannot see the link after your permission level has been updated in the Rural Payments service, you should 'sign out' then 'sign in' again, to refresh your account.

**Apply for Countryside Stewardship**

Apply to join the Countryside Stewardship Scheme and submit your applications.

If you do not have permissions to change the details for this business, you will need to contact the business owner or someone with suitable permissions.

Use these screens to apply online for the Countryside Stewardship wildlife offers:

- Arable
- Lowland grazing
- Mixed farming
- Upland.

Before you start your application you must read the scheme manual for the relevant offer, search for '[Wildlife Offers](#)' on GOV.UK. There's a 'Help' link on the screens that will take you through each process step-by-step.

How to avoid common mistakes – there's information in Annex 7 that will help you avoid the common mistakes we find customers make in their applications that delay their progress.

## **Create your wildlife offer application**

On the Countryside Stewardship Applications screen, click the green button for the offer you want to 'Apply' for.



When your application is successfully created a 'Successful' message will appear.

Scroll down the screen and click 'Back' to return to the previous screen where you can 'open' your application. Read the 'Open your application' section.

### **Warning or advice messages**

Before you see the application 'successful' message, you may see one of the following warning or advice messages. These messages show that you may have other options available to you under one of the other schemes.

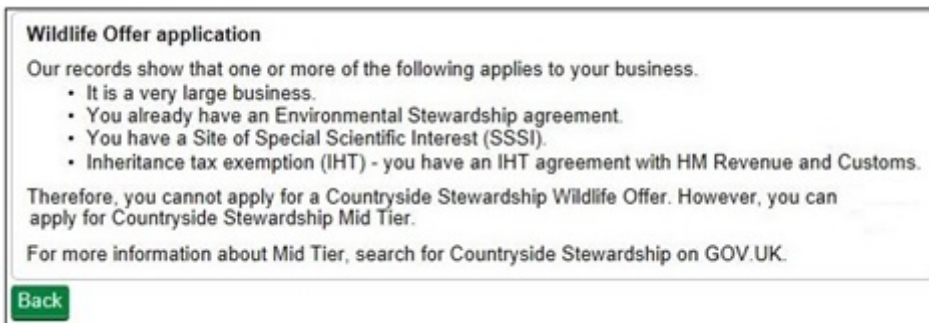
### **CS Mid tier options**

This message advises you that for one or more of the reasons listed, your land is not eligible for the wildlife offers but you may be able to apply for Mid Tier:

- The business is very large (classified as more than two hundred land parcels registered to the SBI).
- The business already has an Environmental Stewardship agreement.
- The land under the business includes a Site of Special Scientific Interest (SSSI).
- The business has an Inheritance tax exemption (IHT) agreement with HM Revenue and Customs.

If you see this message you cannot continue with a wildlife offer application.

After you've read the message click 'Back' to return to the previous screen.



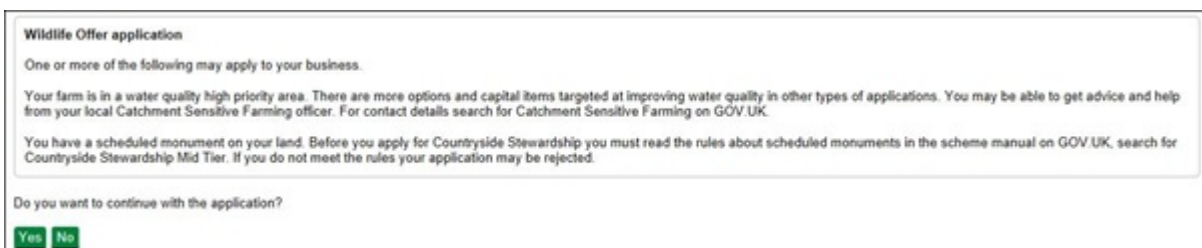
## Water quality and scheduled monuments

Water quality – if your land is in a water quality high priority area, there are more options and capital items to improve water quality in other types of applications than in the wildlife offer application. Contact your Catchment Sensitive Farming officer to discuss what you can do. Contact details are on GOV.UK, search for [Catchment Sensitive Farming](#).

Scheduled monument – if you have a scheduled monument on your land this message will remind you that you must read and understand the scheme rules before you apply for the wildlife offer.

The message asks if you want to continue with your application.

Click Yes or No to confirm



You cannot create a new online wildlife offer application if you have already created one, but not submitted it.

After you've submitted your application, the green button to 'Apply for an Offer' will appear again if the scheme rules allow you to submit more than one application for that same scheme in the same scheme year. Each application must include different land parcels.

## Open your application

After you've successfully created your application, you'll see it in the 'Countryside Stewardship Applications' screen with its own application number. The status will be 'Application Created'.

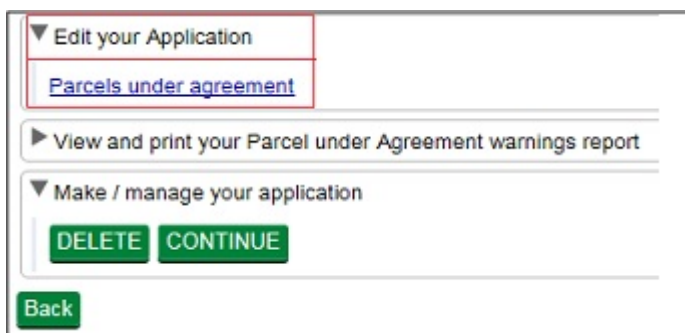
Click 'Open' to continue your application.

Year	App. number	Sector	Type	Active	Submit Date	Status	
2021	654321		Arable Offer	Yes		Application Created	<a href="#">Open</a>

## Add land parcels to your application

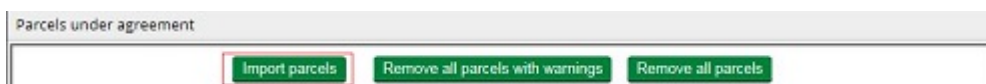
You now need to add the land parcels you want to use for this application.

Click 'Edit your Application' in the list. Then click 'Parcels under agreement'.



The screenshot shows a user interface with several sections. At the top, there is a dropdown menu labeled 'Edit your Application' which is expanded to show a link for 'Parcels under agreement'. Below this is a section for 'View and print your Parcel under Agreement warnings report'. The main section is 'Make / manage your application', which contains two green buttons: 'DELETE' and 'CONTINUE'. At the bottom left of this section is a 'Back' button.

Click 'Import parcels' to open a window with a list of all of the land parcels under your SBI.



The screenshot shows a window titled 'Parcels under agreement'. At the bottom of the window, there are three green buttons: 'Import parcels', 'Remove all parcels with warnings', and 'Remove all parcels'. The 'Import parcels' button is highlighted with a red box.

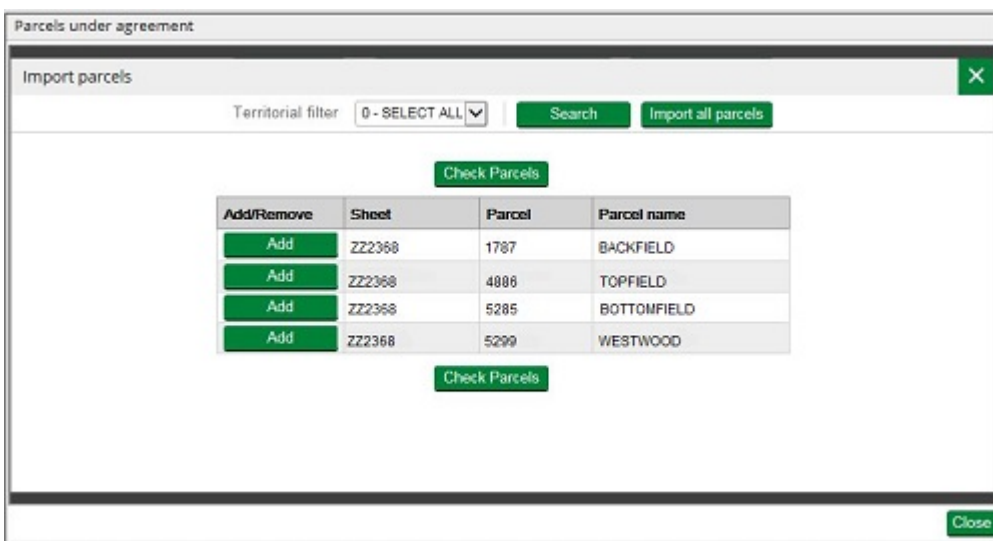
The screen shows a list of all parcels associated with your SBI. The system shows the very latest live parcel information. If a land parcel is missing read the 'Check and Change' section.

You can then add individual land parcels you want to include in your application.

To add land parcels to your application one at a time click 'Add' next to each land parcel you want to include. After you've added a land parcel, the 'Add' button changes to 'Remove'. Click 'Remove' to take land parcels from your application.

Or you can add all of the land parcels in the list together by clicking 'Import all parcels'.

**IMPORTANT:** Remember to include all land parcels in the application that you may need for rotational options for the whole 5 years of the agreement.



## Check land parcel warnings

After you've added all of the required land parcels to the application you can check whether any of them are already included in another application or agreement.

To check whether they're in a live agreement, 'View and print your Parcels under agreement warnings report'.

To check whether they're in another application click 'Check Parcels', and a new column will appear for 'Parcel Availability':

- If the land parcel is not in another application a tick will show next to the relevant land parcel details.



- If any land parcel is already in another type of application, a green 'Warning' button will appear for that land parcel. You must remove all land parcels with warnings, as explained later in this section.

Your list of land parcels may extend over 2 or more pages depending on the number of land parcels you have. The number of pages of land parcels shows at the bottom of the list. Click the single arrow to move to the next page of the list.

If there are no warnings in the 'Parcel availability' column, and you want to use all of the land parcels in the list in your application, click 'Close' to continue your application.

Remove	Sheet	Parcel	Parcel name	Parcel available?
Remove	ZZ2368	1797	BACKFIELD	Warning
Remove	ZZ2368	4886	TOPFIELD	Warning
Remove	ZZ2368	5285	BOTTOMFIELD	✓
Remove	ZZ2368	5299	WESTWOOD	✓
Remove	ZZ2368	5589	EASTWOOD	✓
Remove	ZZ2368	5675	HILLTOP	✓
Remove	ZZ2368	5879	WILDWOOD	✓
Remove	ZZ2368	6080	LONGWOOD	✓

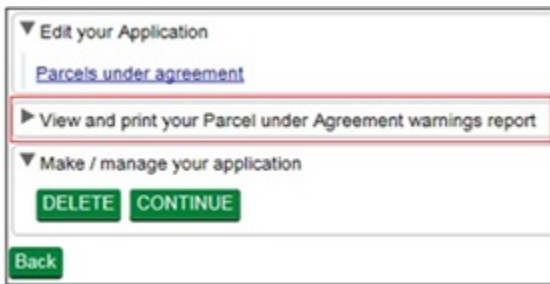
Click 'Remove' to take the land parcel from the application. Or click 'Remove all parcels with warnings' if you want to remove all land parcels together.

A message will appear to confirm that the land parcel is removed from the application.

Click 'Close' to leave the land parcel screen.

**IMPORTANT:** Remember to 'View and print your Parcels under agreement warnings report' which will list all the land parcels that are already in a live agreement.





Return to the parcels under agreement screen to 'Remove' any of the land parcels listed in the report. Read the 'Parcel under agreement warnings report' section for more information about creating the report.

## Progress to next stage of application

You can now either continue to the next stage of your application or delete your application by using the buttons under 'Make/Manage your application'.



Click 'Delete' – if you do not want to go ahead with your application at this point. You need to confirm that you want to delete the application. If you answer 'Yes', you'll see a message confirming that you've deleted your application successfully. On the application screen, the status will be 'Closed'.

If you answer 'No', the status of your application will not change and you can continue your application.

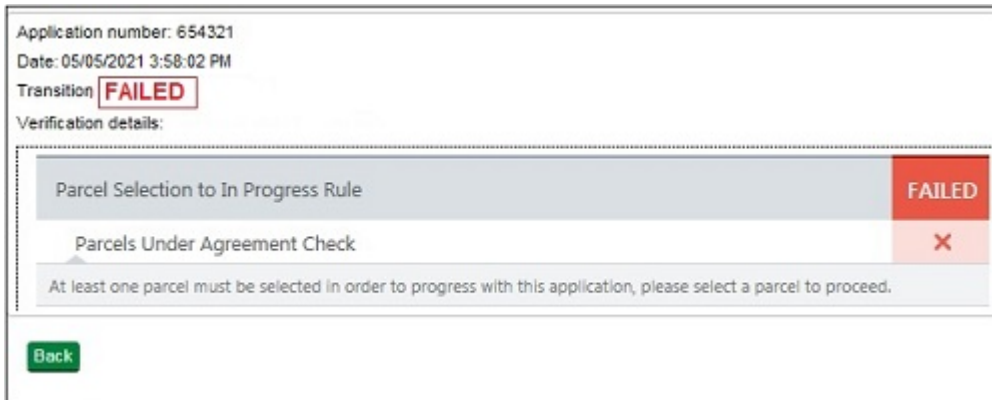
(If you delete your application you can create a new one, but it must contain land parcels that are not already in use in another application or live agreement.)

Click 'Continue' – if you want to move on to the next stage of your application.

- Either a 'successful' message will appear. Click 'Back' to continue your application.
- Or a 'failed' message will appear.

This means your application cannot move to the next stage as there is an issue with the land parcels selected. You may not have selected any land parcels or there may be issues with ones you have selected. This may also happen if you did not check for warnings earlier in your application.

It is important that you read the onscreen message as it will tell you why your application has failed to progress.



Scroll down the screen to click 'Back'.

Open the application again, and remove any land parcels with warnings and any listed in your 'Parcels under agreement warnings report', or in this case add some land parcels as none have been added yet.

## Edit your application

After you've successfully added the land parcels to your application, 'Open' your application again on the Countryside Stewardship Applications screen.

Using the list on your screen, you can add details to your online application using 'Edit your application', or use the other choices to create the land parcel warnings report again, application summary and evidence checklist. (If you cannot see the evidence checklist you can read about the relevant evidence at ['Countryside Stewardship grants'](#) on GOV.UK.

Click 'Edit your Application'.

A list of everything you need to do in your application appears.

▼ Edit your Application

[Scheme Eligibility](#)

[Agreement Name](#)

[Update parcels under agreement](#)

[Step 1 - Apply for "Nectar and pollen sources for insect pollinators and insect-rich foraging for birds"](#)

[Step 2 - Apply for "Winter food for seed eating birds"](#)

[Step 3 - Apply for "Additional resources and habitats"](#)

[Declarations and Undertakings](#)

▶ View and print your application summary

▶ View and print your Environmental Information Map (EIM) for your whole holding

▶ View and print your Parcel under Agreement warnings report

▶ View and print your Option and Farm Environment Record Map (FER) for the parcels included in this Application

▼ Make / manage your application

SUBMIT
WITHDRAW MY APPLICATION

Back

## Scheme eligibility

You must answer all the eligibility questions.

Click 'Scheme eligibility' and answer each question with a Yes or No.

**Scheme Eligibility**

Do you have management control over the land and activities in this application for the full duration of the proposed agreement and option commitment(s) as outlined in the relevant CS Manual (including where appropriate, any countersignature)?

Yes  No

If you are a tenant of a public body or have obligations in your tenancy/are subject to any other legal commitments to carry out environmental management please tick to confirm you are not seeking funding for these activities in your application.

Yes  No

Excluding Basic Payment Scheme (BPS), do you receive any other funding for the management of the parcels or boundaries in this application?

Yes  No

If yes, provide details of other funding

Clear
Save

Close

You must answer all the questions accurately, as the answers are used to assess your eligibility.

For more information about eligibility read 'Who Can Apply' in the scheme manual. Search for '[Wildlife Offers](#)' on GOV.UK.

**First question** – you must be able to answer 'Yes' to confirm that you have management control through the agreement. If you answer 'No', you must

remove the land parcels and relevant options from this application which you do not have management control over.

**Second question** – you must be able to answer ‘Yes’ to confirm that you are not seeking funding in this application for the activities outlined in the question. If you answer ‘No’, because you cannot give the confirmation, you must remove the options from this application that would provide this funding.

**Third question** – if you answer ‘Yes’ to confirm that you are receiving other funding, you must give details in the box below the third question.

The remaining questions are self-explanatory and also need to be completed before you can progress the application.

Click ‘Save’ after you’ve completed all of the questions and you’ll receive a message confirming the details have ‘saved’ successfully. If you have not answered a question, a message will appear in red asking you to answer it.

After you’ve successfully saved your answers, click ‘Close’ to return to the previous screen.

## Add an agreement name

To make it easier for you to identify the agreement, give your agreement/application a name. Enter a name into the box and then click ‘Save’ and ‘Close’ to return to the previous screen. You can use both letters and numbers in the agreement name.



The screenshot shows a web form with a text input field labeled "Agreement Name:". Below the input field are two buttons: a green "Save" button on the left and a green "Back" button on the right. The input field is currently empty.

## Update land parcels in your application

Click ‘Update parcels under agreement’ to see all of the land parcels you have added to the application.

This is an opportunity to check which land parcels you’ve included in the application and change them if needed.

Use the ‘Remove’ or ‘Add’ buttons as explained in the earlier ‘Add land parcels to your application’ section.

If you add different land parcels, remember to click ‘Check Parcels’ for warnings against your land parcels in another application.

Also remember to View and print your land parcel warnings report again to check for land parcels already in an agreement.

Remember that you must show all the land parcels you've added to your application in your Options/FER map. If you change the land parcels you have in your application you can generate and download the map again in the Rural Payments service so that it contains the correct land parcels.

## **Add options to your application**

Option details for all the wildlife offers are in the following Annexes:

- Annex 1 – Arable offer
- Annex 2 – Lowland grazing offer
- Annex 3 – Mixed farming offer
- Annex 4 – Upland offer

Before adding the options to the application the land selected must meet the basic requirements for the offer. For example, for an Arable offer – the land use for each land parcel must be arable or temporary grassland.

When adding the options you must meet the requirement outlined for each offer in the Annexes. For example, for an Arable offer, you must choose at least 3 options.

Add all of the options you want to apply for under this application. For information about options read '[Countryside Stewardship grants](#)' on GOV.UK.

You can also read the scheme manual on GOV.UK, search for '[Wildlife Offers](#)'.

## **Declarations and undertakings**

**You must complete this declaration or you cannot submit your application.**

Read all of the declarations and undertakings. Use the scroll bar at the side of the declaration to read it all.

Then click 'Yes' to confirm that you accept the declarations and responsibilities, then click 'Close'.



**You should create (generate and download) your application summary, and your evidence checklist if this is visible on your screen, before submitting your application to RPA.**

## **View and print documents**

Using the list on your screen, you can ‘View and Print’ the maps you need **before you fill in your application**, and ‘View and Print’ details about your online application **before you submit it**:

- Options and Farm Environment Record (FER) map – use this when you’re adding the options to your application (read Annexes 5 and 6) – print it before you add the options to your application
- Environmental Information Map (EIM) – for your reference only – print it before you fill in your application
- application summary – shows all the information you’ve added to your application – create it after you’ve filled in your application
- evidence checklist – shows all the evidence needed for your application – create it after you’ve filled in your application
- parcel warnings report – another chance to check that the land parcels you’ve added to your application are not in another application or agreement.

### **Application summary**

This summary shows the information you have entered into your application. It’s important that you use it to check you’ve given the correct information, **before you submit your application**. Then if needed, you can go back into your application and change it.

(You also get another opportunity to create an application summary after you’ve submitted your application to RPA to keep as a record of the application you’ve submitted.)

Click View and print your application summary.



Click 'Generate' to create the document.

The first time you generate the document the 'Download' button will not be clearly visible. When the document is ready the 'Download' button turns green and the button will now always be visible. The date and time that appears next to the Download button tells you when the document was last updated with the information in your application.

After you've generated the document, click 'Download' to see the document.

If you always click 'Generate' before you click 'Download', you'll always see the most up to date information in your application.

You can read the summary on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

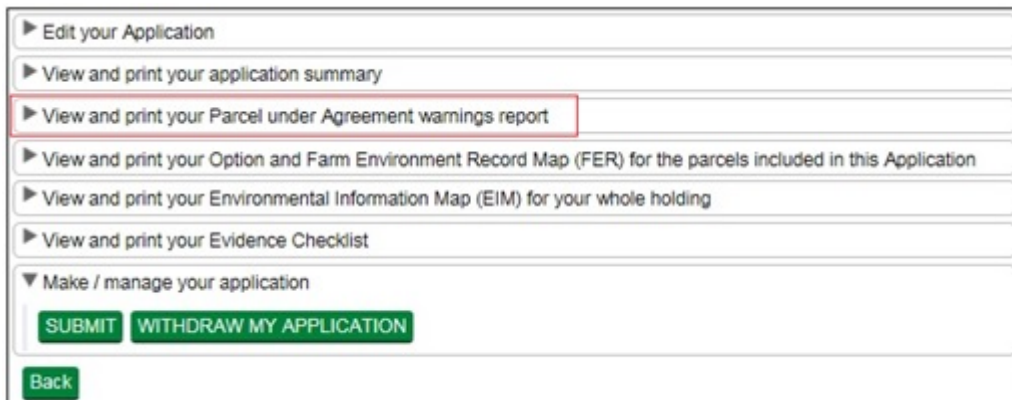
Do not send it to us as a paper form – we cannot accept it.

### **Parcels under agreement warnings report**

This warnings report lists any land parcels that need to be removed from your application. This is because they are already included in a live agreement or another application. The report also shows details of the agreement/application that the land parcels are currently included in, and the status of that agreement or application. For more information read 'Check land parcel warnings' in the 'Complete' section.

If all of the land parcels in your application are available to use, the report will not contain any information.

Click 'View and print the Parcel under Agreement warnings report'.



The screenshot shows a vertical list of menu items. The third item, 'View and print your Parcel under Agreement warnings report', is highlighted with a red rectangular border. Below the menu items are two green buttons: 'SUBMIT' and 'WITHDRAW MY APPLICATION'. At the bottom left is a green 'Back' button. The menu items are: 'Edit your Application', 'View and print your application summary', 'View and print your Parcel under Agreement warnings report', 'View and print your Option and Farm Environment Record Map (FER) for the parcels included in this Application', 'View and print your Environmental Information Map (EIM) for your whole holding', and 'View and print your Evidence Checklist'. A section header 'Make / manage your application' is located above the buttons.

To create your report follow the instructions in the Application summary section.

You can read the report on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

**You must return to the land parcel screen to remove all the land parcels from your application that appear in the warnings report.**

### **Options and Farm Environment Record (FER) map**

You must complete an Options map and a FER map for all wildlife offer applications. (Read Annexes 5 and 6 for more information about how to complete your options map and your FER map.)

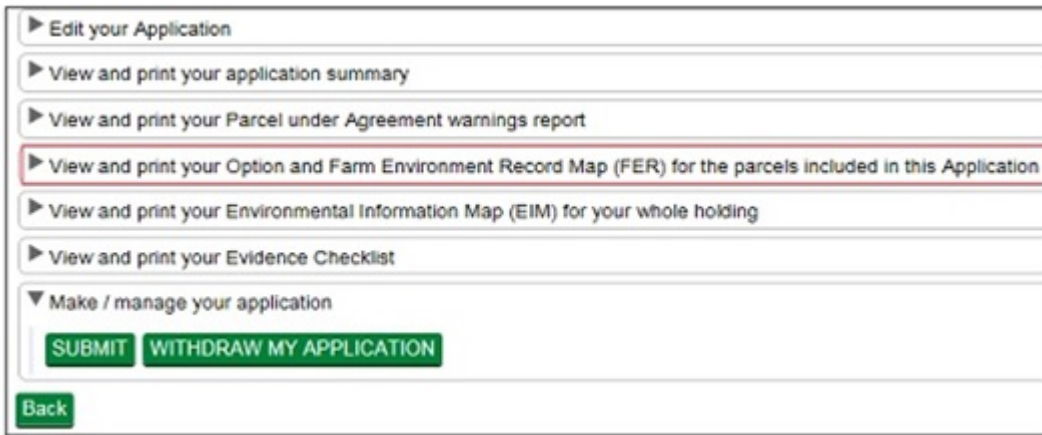
Print 2 copies of the Options/FER map. Use one copy to show your options choices, and the other copy to show the environment features on your holding.

The map will show the land parcels you've added to your application.

**IMPORTANT:** If you update your application by adding or removing land parcels after you've printed the maps, the printed maps will no longer show the correct land parcels. You'll need to repeat the process and print the maps again so that they show the new selection of land parcels.

Click 'View and print your Option and Farm Environment Record Map (FER)'





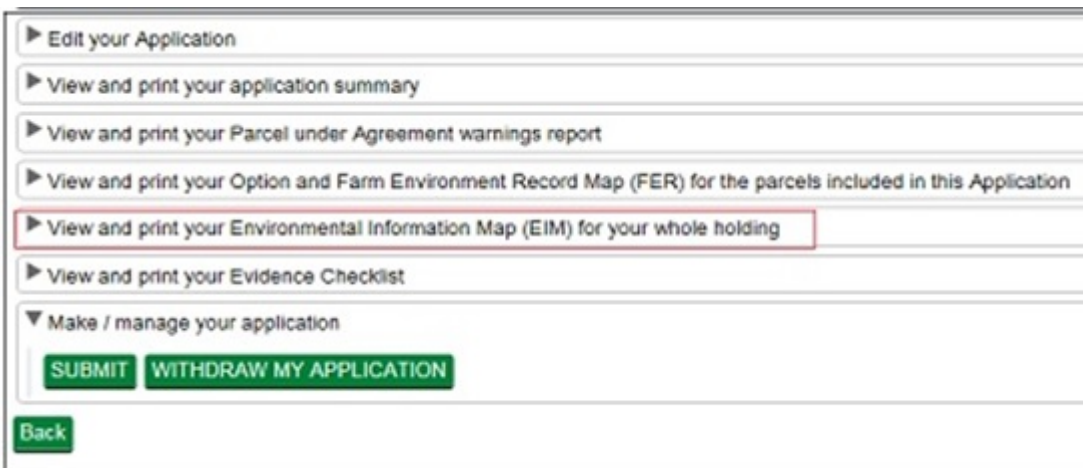
To create your maps follow the instructions in the Application summary section.

### **Environmental Information Map (EIM)**

The EIM map shows the priority features on your land. This map is for your information only.

We recommend that you print or save this map now and keep it for your records. The map will show the date and time it was created.

Click 'View and print your Environmental Information Map (EIM) for your whole holding'.



To create your maps follow the instructions in the Application summary section.

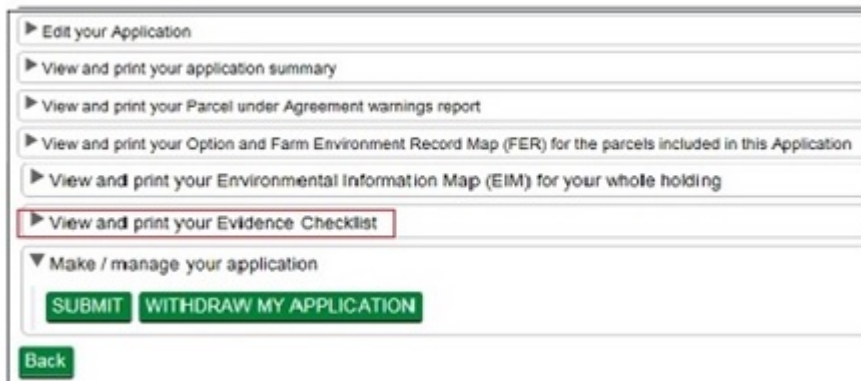
You can look at the map on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

## Evidence checklist

This checklist shows all the evidence needed for your application. It tells you which evidence you must submit to RPA by the application deadline and which you must keep until you're asked for it.

If it is not visible on your screen you can read '[Countryside Stewardship grants](#)' on GOV.UK for information about evidence.

Click 'View and print your Evidence Checklist'.



To create your checklist follow the instructions in the Application summary section.

If you make any updates to your application after you've created your evidence checklist, you should generate and download a new checklist to make sure you have the most up to date information.

You can read the checklist on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

## Confirm your information and apply

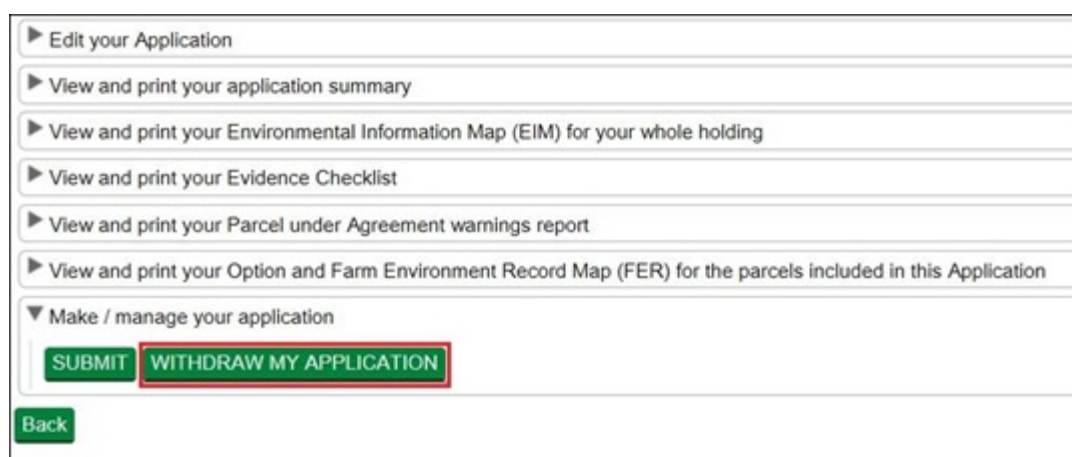
To confirm the information in your application is correct, check it before you submit it online.

### Application summary

When you've completed your application you need to check that the information in it is correct. To do this, create or update your application summary by following the instructions in the 'Complete' section under 'Application summary'. Then if needed, you can go back into your application and change it.

### Withdraw your application

If you decide you do not want to submit your application, click 'Withdraw'. A message appears to check that you do want to withdraw the application.



The screenshot shows a web interface for managing an application. It features a list of actions with expandable arrows: 'Edit your Application', 'View and print your application summary', 'View and print your Environmental Information Map (EIM) for your whole holding', 'View and print your Evidence Checklist', 'View and print your Parcel under Agreement warnings report', and 'View and print your Option and Farm Environment Record Map (FER) for the parcels included in this Application'. Below these is a section titled 'Make / manage your application' containing two green buttons: 'SUBMIT' and 'WITHDRAW MY APPLICATION'. The 'WITHDRAW MY APPLICATION' button is highlighted with a red border. At the bottom left, there is a 'Back' button.

Click 'No' if you do not want to withdraw it.

Click 'Yes' if you do want to withdraw it. You'll see a screen message confirming that you've successfully withdraw the application. This application will not be submitted to RPA, and you cannot open it again but you can create a new application while the green application buttons are available.

Click 'Back' to return to the application screen (where you'll see the application status is now 'Withdrawn' and the application is no longer 'Active').

### Submit your application

If you have checked your application summary and the information in your application is correct, click 'Submit' to apply for the wildlife offer.

▶ Edit your Application

▶ View and print your application summary

▶ View and print your Environmental Information Map (EIM) for your whole holding

▶ View and print your Evidence Checklist

▶ View and print your Parcel under Agreement warnings report

▶ View and print your Option and Farm Environment Record Map (FER) for the parcels included in this Application

▼ Make / manage your application

**SUBMIT** **WITHDRAW MY APPLICATION**

**Back**

If your application meets all the requirements for the grant and you have completed the declaration, the screen will confirm that your application has 'submitted successfully' to RPA.

Submission date and time: 05 May 2021 12:53

SBI: 987654321

Application ID: 654321

Click 'Print' if you want to print and keep the confirmation for your records.

Click 'Back' to return to the application screen (where you'll see that the application status has changed to 'Submitted' and the application is still 'Active'. It also shows the date and time your application was submitted.

The deadline for RPA to receive your supporting documents is given in the 'Supporting documents and evidence' section.

### Application fails to submit

If your application fails to submit, a screen message will tell you this. It will also show the reasons why it did not submit with a red warning box beside it.

Application number: 654321

Date: 05/05/2020 12:32:24 PM

Transition: **FAILED**

Verification details:

RULE FROM IN PROGRESS TO DRAFT	FAILED
Parcel application Rule under Agreement	×
This application contains a parcel that is currently included in another agreement that will not have expired before this agreement is due to start. Please see the anomalies and the report 'Parcels under agreement anomalies' and take an action on the listed parcels	
Check all eligibility questions have been completed.	✓
Parcel application Rule	✓
Online declaration completed	×
You must select 'Yes' in the Declarations section to be able to proceed with your Application.	

Read this message fully by using the scroll bar to the right of the message. You may find it useful to print and save the message. You may be able to do

this by clicking the button on the right side of the 'mouse' or 'touchpad', and choosing the print or save options.

Click 'Back' to return to the application screen.

Check and correct all of the sections detailed in the message before you 'Submit' your application again.

The information below will help you to identify what you need to do before you submit your application again.

**The scheme eligibility questions have not been completed. Please complete the 'Scheme Eligibility' questions under 'Edit your application'**

You need to 'Open' your application from the 'Countryside Stewardship Applications' screen, and click 'Scheme Eligibility' under 'Edit your Application'. You must answer all of the questions with either 'Yes' or 'No'. If you answer 'Yes' to the other funding question, you must provide details about the other funding in the box.

Read the 'Scheme eligibility' section for more information.

**One or more of the parcels under your application are ineligible due to being in another application or agreement. Please review the 'Parcel under agreement warning report'**

You need to 'Open' your application from the 'Countryside Stewardship Applications' screen, and click 'Update parcels under agreement' under 'Edit your Application'. Remove any land parcels that are listed in your 'Parcels under agreement warning report'.

Read the 'Add land parcels' section for more information.

**You must select 'Yes' in the Declarations section to be able to submit your application**

You need to 'Open' your application from the 'Countryside Stewardship Applications' screen, and click 'Declarations and Undertakings' under 'Edit your Application'. Click 'Yes' to confirm that you accept the declaration.

Read the 'Declarations and undertakings' section for more information.

**Insufficient quantity delivered against the 'Nectar and Pollen sources for insect pollinators and insect-rich foraging for birds' options. Please add more options of this type to your application under 'Edit your application'**

You need to 'Open' your application from the 'Countryside Stewardship Applications screen', and click 'Step 1' under 'Edit your Application'. You must include at least:

For the 'Arable offer' you must apply for at least 3 options including:

- at least 1 from 'Nectar and pollen' options

- at least 1 from 'Nesting and shelter' options
- at least 1 from 'Additional resources and habitats' options.

For the 'Lowland grazing offer' you must apply for at least 2 options including:

- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Nesting and shelter' options.

For the 'Mixed farming offer' you must apply for at least 3 options including:

- the 'Winter food' option
- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Additional resources' options.

For the 'Upland Offer' you must apply for one of the following:

- at least 1 base option and 2 supplements
- at least 2 base options and 1 supplement
- at least 3 base options

**Insufficient quantity delivered against the 'Nesting and shelter for Insect pollinators and birds' option. Please add more options of this type to your application in 'Edit your application'**

You need to 'Open' your application from the 'Countryside Stewardship Applications' screen, 'Open' your application and click 'Step 2' under 'Edit your Application'. You must include at least 1% or 1ha of GS1 per 100ha of farmed land in your application in this category to meet the minimum requirements.

Read 'Step 1', 'Step 2' or 'Step 3' in the annexes for more information.

**The following details (the parcel number and incompatible options will be listed here) under your application are not compatible with each other, on the same parcel of land, please review and make changes to your application in 'Edit your application'**

You need to remove one of the incompatible options from the parcel(s) listed here.

From the 'Countryside Stewardship Applications' screen, 'Open' your application and click either 'Step 1', 'Step 2' or 'Step 3' under 'Edit your Application' to remove the option.

Read 'Step 1', 'Step 2', or 'Step 3' in the annexes for more information.



## After you've applied

After you've submitted your application and returned to the application screen, you may see 4 green buttons beside your submitted application details:

- Application summary
- Evidence checklist – if this is not visible on your screen read 'Countryside Stewardship grants' on GOV.UK.
- EIM map
- Options and FER map

2021	654321		Upland Offer	Yes	06/04/2021 12:53:49 PM	Submitted	<a href="#">Summary</a>
							<a href="#">Evidence Checklist</a>
							<a href="#">Environmental Information Map (EIM) for your whole holding</a>
							<a href="#">Option and Farm Environment Record Map (FER) for the parcels included in this Application</a>

### Application summary and Evidence checklist

You may have already created these at the 'Edit your application' screen while you were completing your application. You should 'generate' and 'download' them again after you complete your application to make sure they contain everything you've put into your application. The checklist tells you what evidence you must submit to RPA by the application deadline and what evidence you should keep until you're asked for it. (If the checklist is not visible on your screen read '[Countryside Stewardship grants](#)'.) As explained earlier in the 'View and print documents' section.

You may want to print or save your application summary and keep it for your records.

### Options/FER maps and EIM map

This is another opportunity to view, print or save these maps.

Read the 'Supporting documents and evidence' section for details about how to send your supporting documents and any evidence that must be submitted to RPA.

## Supporting documents and evidence

RPA must receive your online application, supporting documents and evidence that must be submitted to RPA by midnight on 30 July 2021. You may also need to keep some evidence until you're asked for it – read below.

### Supporting documents

For example,



- Options map
- FER Map
- A Land Ownership Consent form (if required)

Maps – for more information about what to include in the maps, read the ‘Options and Farm Environment Record (FER) map’ section, and Annexes 5 and 6. Or read the ‘Mid Tier and Wildlife Offers manual’ on GOV.UK, search for ‘[Wildlife Offers](#)’.

## **Evidence**

Some evidence RPA must receive by midnight on 30 July 2021, and some evidence you should keep until you’re asked for it.

Read about the requirements for each option or item in your evidence checklist or ‘[Countryside Stewardship grants](#)’ on GOV.UK.

## **How to submit your supporting documents or evidence**

You can scan and email all the documents above to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). The maximum size of emails we can accept is 32MB. For security reasons, we cannot accept discs, USB pen drives or other external storage media.

You must put your SBI and Application ID number in the email and on all documents. Also use ‘Application – CS – Wildlife Offer’ as the email subject heading.

You can submit digital photos by email, but do not scan printed photos as the quality is not good enough.

Or you can post the documents to RPA using the address in the ‘More information and Contact details’ section.

## **Next steps**

If your application meets the eligibility criteria, you will be offered an agreement.

You’ll receive confirmation regardless of whether or not your application has been successful. If it’s successful you’ll receive an agreement offer letter. The Agreement Start Date will be set out in the agreement documents contained with the agreement offer letter.

If you want to accept the agreement offer you must return the signed acceptance declaration to RPA within 20 working days of receiving it. If you do not accept the offer in time, it will be withdrawn. The person signing the acceptance declaration must have at least ‘View’ business permission level, and ‘Submit’ permission for CS Agreements in the Rural Payments service.

If you enter into a wildlife offer by accepting the offer (an 'Agreement Holder') you cannot modify, extend or amend the wildlife offer. You must either accept or decline the offer.

## **Scheme rules and other guidance**

All the guidance and information you need for Countryside Stewardship (CS) wildlife offers is on GOV.UK.

For guidance and information read [Wildlife Offers: Countryside Stewardship](#).

For the scheme rules and information about agreements read [Countryside Stewardship: Mid Tier and Wildlife Offers manual](#) for agreements starting on 1 January 2022.

Remember, it's your responsibility to make sure that:

- you meet the scheme rules
- all the eligible land included in your application is correct, to the best of your knowledge.

## **More Information and Contact details**

### How to contact us

Rural Payments Agency (Countryside Stewardship)  
PO Box 324  
WORKSOP  
S95 1DF

Rural Payments helpline: 03000 200 301

Email: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)

Follow us on Twitter @ruralpay

Open Monday to Friday 8.30am to 5pm, (closed at weekends and on public holidays).

For any queries about your online Wildlife Offer contact RPA. Please quote your Single Business Identifier (SBI) for all enquiries.

### **Complaints about service**

If you are an applicant for Countryside Stewardship, or an Agreement Holder, and you want to complain about the level of service you have received or the way that you have been treated, you should use the appropriate organisation's complaints procedure below:

For more information search for Rural Payments Agency on GOV.UK then scroll down the screen to 'Complaints procedure' under 'Corporate information'.

## Annex 1 – Arable offer options

Use this section to help you complete your Arable offer options

Your land must be registered in the Rural Payments service to the SBI you're submitting the application for.

**You will need to add specific revenue options to your application.**

The options are divided into 3 categories. You must pick at least one option from each category and then choose as many as you wish.

The minimum number of options in the 5 year agreement is 3. You can choose as many options as you want, but must enter a minimum of 3% of your land into the Offer.

Confirm the rotational option position for year one of your agreement. For following years you will be asked to complete your annual claim with the rotational option details. (Make sure you've added all the land parcels to your application that may be used for your rotational options for the whole 5 years of the agreement.)

### Arable offer – step 1 – Apply for nectar and pollen options

For the 'Arable offer' you must apply for at least 3 options including:

- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Nesting and shelter' options
- at least 1 from 'Additional resources and habitats' options

You can apply for as many other 'Arable offer' options as you wish.

You must use 1% of the land in your application for the 'nectar and pollen sources for insect pollinators and insect-rich foraging for birds' options.

To meet the minimum requirement for this category, 1% of the land in your application must be included, there is no maximum.

- The minimum area you need to include in this category is **0.2468 HA**
- The total area you have included in this category is **0.0000 HA**

Item Code	Item Title	Eligible	Applied for	
AB1	AB1 - Nectar Flower Mix	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>
AB8	AB8 - Flower rich margins and plots	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the total area of the land parcels in the application where the land use is eligible for the option. As well as the total area (in hectares to 4 decimal places) you are applying for under each option.

The text at the top of the screen shows the following 2 areas in hectares to 4 decimal places:

- 1% of the land in your application
- the total area you have applied for under this option.

Click 'Open' for each option you want to apply for. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the amount of land you want to apply for under each option.

This screen includes:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name of the land parcel if you have previously given it a name.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option, in hectares (to 4 decimal places).

When the amounts for each land parcel are correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you've added all the land you want to apply for under these options, to take you back to the 'Edit your Application' list.

## **Arable offer – step 2 – Apply for winter food options**

For the 'Arable offer' you must apply for at least 3 options including:

- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Nesting and shelter' options
- at least 1 from 'Additional resources and habitats' options

You can apply for as many other 'Arable offer' options as you wish.

You must use 2% of the land in your application for the 'winter food for seed eating birds' options.

To meet the minimum requirement for this category, 2% of the land in your application must be included, there is no maximum.				
• The minimum area you need to include in this category is 0.4936 HA				
• The total area you have included in this category is 0.0000 HA				
Item Code	Item Title	Eligible	Applied for	
AB9	AB9 - Winter bird food	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the total area of the land parcels in the application where the land use is eligible for the option. As well as the total area (in hectares to 4 decimal places) you are applying for under each option.

The text at the top of the screen shows the following (in hectares to 4 decimal places):

- 2% of the land in your application
- the total area you have applied for under this option.

Click Open. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the amount of land you want to apply for under each option.

This screen includes:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name of the land parcel if you have previously given it a name.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option, (in hectares to 4 decimal places).

When the amounts for each land parcel are correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you have added all the land you want to apply for under these options, to take you back to the 'Edit your application' list.



## Arable offer – step 3 – Apply for additional resources and habitats options

For the ‘Arable offer’ you must apply for at least 3 options including:

- at least 1 from ‘Nectar and pollen’ options
- at least 1 from ‘Nesting and shelter’ options
- at least 1 from ‘Additional resources and habitats’ options

You can apply for as many other ‘Arable offer’ options as you wish. You must apply for at least one of the ‘additional resources and habitats’ options.

If you have a scheduled monument on a land parcel, you must choose the most appropriate option to manage that feature. For more information about managing scheduled monuments read the guidance on the Selected Heritage Inventory for Natural England ([SHINE](#)) website, click guidance, then useful links.

To meet the minimum requirement for this category, you need to apply for at least one arable option, there is no maximum.  
If you have a Scheduled Monument on a parcel, please select the most appropriate management option to manage that feature.

Item Code	Item Title	Eligible	Applied for	
AB3	AB3 - Beetle banks	26.3404 HA	0.0000 HA	<a href="#">Open</a>
AB4	AB4 - Skylark Plots	See Scheme Manual	0 Units	<a href="#">Open</a>
AB5	AB5 - Nesting Plots for Lapwing	26.3404 HA	0.0000 HA	<a href="#">Open</a>
AB6	AB6 - Enhanced overwinter stubble	7.1344 HA	7.1344 HA	<a href="#">Open</a>
AB11	AB11 - Cultivated areas for arable plants	26.3404 HA	0.0000 HA	<a href="#">Open</a>
AB12	AB12 - Supplementary winter feeding for farmland birds	See Scheme Manual	0.0000 Tonnes	<a href="#">Open</a>
AB13	AB13 - Brassica fodder crop	26.3404 HA	0.0000 HA	<a href="#">Open</a>
AB15	AB15 - Two year sown legume fallow	26.3404 HA	0.0000 HA	<a href="#">Open</a>
AB16	AB16 - Autumn Sown BumbleBird Mix	26.3404 HA	0.0000 HA	<a href="#">Open</a>
BE3	BE3 - Management of hedgerows	See Scheme Manual	0 Metres	<a href="#">Open</a>
HS1	HS1 - Maintenance of Weatherproof Traditional Farm Buildings	0.6340 HA	0.0000 HA	<a href="#">Open</a>
HS2	HS2 - Take historic and archaeological features currently on cultivated land out of cultivation	26.7432 HA	0.0000 HA	<a href="#">Open</a>
HS3	HS3 - Reduced depth, non-inversion cultivation on historic and archaeological features	26.3404 HA	0.0000 HA	<a href="#">Open</a>
SW1	SW1 - 4-6m buffer strip on cultivated land	26.7432 HA	0.0000 HA	<a href="#">Open</a>
SW3	SW3 - In-field grass strips	0.0000 HA	0.0000 HA	<a href="#">Open</a>
SW4	SW4 - 12-24m watercourse buffer strip on cultivated land	0.0000 HA	0.0000 HA	<a href="#">Open</a>
WT2	WT2 - Buffering in-field ponds and ditches on arable land	26.7432 HA	0.0000 HA	<a href="#">Open</a>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the options measured in hectares or tonnes (to 4 decimal places) or metres or units (in whole numbers), where the land use is eligible for the option. It shows this both as the total eligible area in hectares or refers to the scheme manual where the measurement is not in hectares, as well as the amount you are applying for under each option.

The text on the screen confirms that you must apply for at least one of the options to meet the minimum requirement.

Click ‘Open’ for each option you want to apply for. All the land parcels with a land use eligible for the option are listed, along with option AB12 which does

not relate to specific land parcels. You may need to scroll down the screen to see them all.

Add the amount of land, number of units, weight or measurement you want to apply for under relevant options.

Depending which option you choose, the screens include slightly different headings which are explained in the sections below under the different option codes.

For options AB3, AB5, AB6, AB11, AB13, AB15, AB16, HS1, HS2, HS3, SW1, SW3, SW4 and WT2 the screen includes:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name of the land parcel if you have previously given it a name.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option, (in hectares to 4 decimal places). (For HS1, to convert hectares to metres squared, divide the 'Applied for (ha)' area by 10,000.)

When the amounts for each land parcel are correct, click 'Save'.

Then click 'Back' if you want to go back to the list of options. Or click 'Close' if you've finished, to take you back to the 'Edit your application' list.

For options AB4 (units) or BE3 (metres) the screen includes:

The sheet and parcel numbers, parcel names and crop type descriptions as explained in the section above. It also includes:

- Applied for (units or metres) - the number of units or metres you are applying for under each land parcel. The number of units or metres you enter should be a whole number. If you enter a number with decimal places, this will be rounded to the nearest whole number automatically.

When the number of units or metres for each land parcel are correct, click 'Save'.

Then click 'Back' if you want to go back to the list of options. Or click 'Close' if you have finished, to take you back to the 'Edit your application' list.

For option AB12 the screen includes:

- Maximum quantity (based on AB9) – which shows the maximum amount of option AB12 you can apply for. You can apply 1 tonne of AB12 for every 2ha of AB9 you included in your application under ‘Winter food for seed-eating birds’.
- Applied for (tonnes) – enter the total number of tonnes (to 4 decimal places) that you are applying for under this option. This cannot be more than the ‘Maximum quantity (based on AB9)’.

When the amounts are correct, click ‘Save’.

Then click ‘Back’ if you want to go back to the list of options. Or click ‘Close’ if you have finished, to take you back to the ‘Edit your application’ list.

## Annex 2 – Lowland grazing offer options

Use this section to help you complete your Lowland grazing offer options

Your land must be registered in the Rural Payments service to the SBI you're submitting the application for.

For the 'Lowland grazing offer' you must apply for at least 2 options including:

- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Nesting and shelter' options.

You can apply for as many other 'Lowland grazing offer' options as you wish.

### Lowland grazing offer – step 1 – Apply for nectar and pollen options

For 'Nectar and pollen sources for insect pollinators and insect-rich foraging for birds' you must:

- apply for at least 1 option
- use at least 2% of the land in your application (this means use at least 2ha per 100ha of land in your application).

To meet the minimum requirement for this category, 2% of the land in your application must be included, there is no maximum.

- The minimum area you need to include in this category is **0.4936 HA**
- The total area you have included in this category is **0.0000 HA**

Item Code	Item Title	Eligible	Applied for	
GS2	GS2 - Permanent grassland with very low inputs (outside SDAs)	10.2596 HA	0.0000 HA	<input type="button" value="Open"/>
GS4	GS4 - Legume and herb-rich swards	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the total area of the land parcels in the application where the land use is eligible for the option. As well as the total area (in hectares to 4 decimal places) you are applying for under each option.

The text at the top of the screen shows the following (in hectares to 4 decimal places):

- 2% of the land in your application
- the total area you have applied for under this option.

Click 'Open' for each option you want to apply for. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the amount of land you want to apply for under the relevant options.

The information on the screen is explained below:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name you have previously allocated to the land parcel.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option (in hectares to 4 decimal places).

When the amounts for each land parcel are correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you have added all the land you want to apply for under these options, to take you back to the 'Edit your application' list.

## **Lowland grazing offer – step 2 – Apply for nesting and shelter options**

For the 'Lowland grazing offer' you must apply for at least 2 options including:

- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Nesting and shelter' options.

You can apply for as many other 'Lowland grazing offer' options as you wish.

For 'Nesting and shelter for insect pollinators and birds' you must:

- apply for at least 1 option; and
- use at least 500m of hedge for BE3; or
- use at least 1% of the land in your application for GS1.

To meet the minimum requirement for this category 500m of BE3 must be included, or 1% of the land in your application must be included for GS1. There is no maximum amount per option and you can apply for both.

- The minimum length you need to include in this category for BE3 is 500m
- The total length you have included in this category for BE3 is **0m**
- The minimum area you need to include in this category for GS1 is **0.2468 HA**
- The total area you have included in this category for GS1 is **0.0000 HA**

Item Code	Item Title	Eligible	Applied for	
BE3	BE3 - Management of hedgerows	See Scheme Manual	0 Meters	<input type="button" value="Open"/>
GS1	GS1 - Take field corners and small areas out of management	0.0742 HA	0.0000 HA	<input type="button" value="Open"/>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the options measured in hectares (to 4 decimal places) or metres (in whole numbers) where the land use is eligible for the option. As well as the area or length you're applying for under each option.

The text at the top of the screen confirms that you must apply for 1 of the options to meet the minimum requirement.

Click 'Open' for each item you want to apply for. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the length of hedge or amount of land you want to apply for under each option.

The information on the screen is explained below:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name of the land parcel if you have previously given it a name.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.

For option BE3 the screen will include:

- Applied for (metres) – the length of hedge in metres you're applying for under each land parcel. The length should be a whole number. If you enter a number with a decimal place, this will round automatically.

For option GS1 the screen will include:

- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).



- Applied for (ha) – the area of the land parcel you are applying for under the option, (in hectares to 4 decimal places).

For all options:

When the length or area for each land parcel is correct, click ‘Save’, before you click ‘Back’ which will take you back to the list of options.

Click ‘Close’ after you have added all the land you want to apply for under these options, to take you back to the ‘Edit your application’ list.

## Lowland grazing offer – step 3 – Apply for optional additional resources and habitat options

For the ‘Lowland grazing offer’ you must apply for at least 2 options including:

- at least 1 from ‘Nectar and pollen’ options
- at least 1 from ‘Nesting and shelter’ options.

You can apply for as many other ‘Lowland grazing offer’ options as you wish, including these additional resources and habitat options.

If you have a scheduled monument on a land parcel, you must choose the most appropriate option to manage that feature. For more information about managing scheduled monuments read the guidance on the Selected Heritage Inventory for Natural England ([SHINE](#)) website, click guidance, then useful links.

There is no minimum or maximum for this category. If you have a Scheduled Monument on a parcel, please select the most appropriate management option to manage that feature.

Item Code	Item Title	Eligible	Applied for	
GS17	GS17 - Lenient Grazing Supplement	9.8661 HA	0.0000 HA	<a href="#">Open</a>
GS3	GS3 - Ryegrass seed-set as winter food for birds	9.5416 HA	0.0000 HA	<a href="#">Open</a>
HS5	HS5 - Management of historic and archaeological features on grassland	9.5416 HA	0.0000 HA	<a href="#">Open</a>
SW2	SW2 - 4-6m buffer strip on intensive grassland	9.5416 HA	0.0000 HA	<a href="#">Open</a>
WD7	WD7 - Management of successional areas and scrub	9.5552 HA	0.0000 HA	<a href="#">Open</a>
WT1	WT1 - Buffering in field ponds and ditches in improved grassland	9.5416 HA	0.0000 HA	<a href="#">Open</a>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

This also shows the total area of the land parcels in the application where the land use is eligible for the option. As well as the total area (in hectares to 4 decimal places) you are applying for under each option.

GS17 Lenient Grazing – you should only use this option if you have applied for GS2 Permanent Grassland under ‘Nectar and pollen’ options.

Click ‘Open’ for each option you want to apply for. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the amount of land you want to apply for under the relevant options.

This screen includes:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name you have previously allocated to the land parcel.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option (in hectares to 4 decimal places). (For HS1, to convert hectares to metres squared, divide the 'Applied for (ha)' area by 10,000.)

When the amounts for each land parcel are correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you have added all the land you want to apply for under these options, to take you back to the 'Edit your application' list.

## Annex 3 – Mixed farming offer options

Use this section to help you complete your Mixed farming offer options

Your land must be registered in the Rural Payments service to the SBI you're submitting the application for.

For the 'Mixed farming offer' you must apply for at least 3 options including:

- the 'Winter food' option
- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Additional resources' options.

You can apply for more of these 'Mixed farming offer' options if you wish.

### Mixed farming offer – step 1 – Apply for nectar and pollen options

For 'Nectar and pollen sources for insect pollinators and insect-rich foraging for birds' you must:

- apply for at least 1 option; and
- use at least 1% of the land in your application for AB1 and AB8; or
- use at least 2% of the land in your application for GS4.

To meet the minimum requirement for this category 1% of the land in your application must be included for AB1 and AB8, or 2% of the land in your application must be included for GS4, there is no maximum.

- The minimum area you need to include in this category for AB1 and AB8 is **0.2468 HA**
- The total area you have included in this category for AB1 and AB8 is **0.0000 HA**
- The minimum area you need to include in this category for GS4 is **0.4936 HA**
- The total area you have included in this category for GS4 is **0.0000 HA**

Item Code	Item Title	Eligible	Applied for	
AB1	AB1 - Nectar Flower Mix	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>
AB8	AB8 - Flower rich margins and plots	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>
GS4	GS4 - Legume and herb-rich swards	14.2414 HA	0.0000 HA	<input type="button" value="Open"/>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the total area of the land parcels in the application where the land use is eligible for the option. As well as the total area (in hectares to 4 decimal places) you are applying for under each option.

The text at the top of the screen shows the following (in hectares to 4 decimal places):

- 1% of the land in your application in hectares for AB1 or AB8
- 2% of the land in your application in hectares for GS4

- the total area you have applied for under either offer.

Click 'Open' for each option you want to apply for. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the amount of land you want to apply for under the relevant options.

The information on the screen is explained below:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name you have previously allocated to the land parcel.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option (in hectares to 4 decimal places).

When the amounts for each land parcel are correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you have added all the land you want to apply for under these options, to take you back to the 'Edit your application' list.

## Mixed farming offer – step 2 – Apply for the winter food option

For 'Winter food for seed-eating birds' you must:

- apply for this option
- use at least 2% of the land in your application.

To meet the minimum requirement for this category, 2% of the land in your application must be included, there is no maximum.

- The minimum area you need to include in this category is **0.4936 HA**
- The total area you have included in this category is **0.0000 HA**

Item Code	Item Title	Eligible	Applied for	
AB9	AB9 - Winter bird food	14.2414 HA	0.0000 HA	<a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px; text-decoration: none;">Open</a>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the total area of the land parcels in the application where the land use is eligible for the option. As well as the total area (in hectares to 4 decimal places) you are applying for under this option.

The text at the top of the screen shows the following (in hectares to 4 decimal places):

- 2% of the land in your application in hectares
- the total area you have applied for under this option.

Click Open. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the amount of land you want to apply for.

The information on the screen is explained below:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name you have previously allocated to the land parcel.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option (in hectares to 4 decimal places).

When the amounts for each land parcel are correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you have added all the land you want to apply for under these options, to take you back to the 'Edit your application' list.

### **Mixed farming offer – step 3 – Apply for additional resources and habitats**

For the 'Mixed farming offer' you must apply for at least 3 options including:

- the 'Winter food' option
- at least 1 from 'Nectar and pollen' options
- at least 1 from 'Additional resources' options.

You can apply for more of these 'Mixed farming offer' options if you wish.

For 'Additional resources and habitats' you must apply for at least 1 option.

If you have a scheduled monument on a land parcel, you must choose the most appropriate option to manage that feature. For more information about managing scheduled monuments read the guidance on the Selected Heritage Inventory for Natural England ([SHINE](#)) website, click guidance, then useful links.

To meet the minimum requirement for this category, you need to apply for at least one option, there is no maximum.  
If you have a Scheduled Monument on a parcel, please select the most appropriate management option to manage that feature.

Item Code	Item Title	Eligible	Applied for	
AB3	AB3 - Beetle banks	33.0969 HA	0.0000 HA	<a href="#">Open</a>
AB5	AB5 - Nesting Plots for Lapwing	33.0969 HA	0.0000 HA	<a href="#">Open</a>
AB6	AB6 - Enhanced overwinter stubble	33.0969 HA	0.0000 HA	<a href="#">Open</a>
AB11	AB11 - Cultivated areas for arable plants	33.0969 HA	0.0000 HA	<a href="#">Open</a>
AB12	AB12 - Supplementary winter feeding for farmland birds	See Scheme Manual	0.0000 Tonnes	<a href="#">Open</a>
AB13	AB13 - Brassica fodder crop	33.0969 HA	0.0000 HA	<a href="#">Open</a>
AB15	AB15 - Two year sown legume fallow	33.0969 HA	0.0000 HA	<a href="#">Open</a>
AB16	AB16 - Autumn Sown BumbleBird Mix	33.0969 HA	0.0000 HA	<a href="#">Open</a>
BE3	BE3 - Management of hedgerows	See Scheme Manual	0 Metres	<a href="#">Open</a>
GS17	GS17 - Lenient Grazing Supplement	1.5908 HA	0.0000 HA	<a href="#">Open</a>
GS2	GS2 - Permanent grassland with very low inputs (outside SOAs)	1.5908 HA	0.0000 HA	<a href="#">Open</a>
HS2	HS2 - Take historic and archaeological features currently on cultivated land out of cultivation.	34.6877 HA	0.0000 HA	<a href="#">Open</a>
HS3	HS3 - Reduced depth, non-inversion cultivation on historic and archaeological features	33.0969 HA	0.0000 HA	<a href="#">Open</a>
HS5	HS5 - Management of historic and archaeological features on grassland	1.5908 HA	0.0000 HA	<a href="#">Open</a>
SW1	SW1 - 4-6m buffer strip on cultivated land	34.6877 HA	0.0000 HA	<a href="#">Open</a>
SW2	SW2 - 4-6m buffer strip on intensive grassland	34.6877 HA	0.0000 HA	<a href="#">Open</a>
SW3	SW3 - In-field grass strips	0.0000 HA	0.0000 HA	<a href="#">Open</a>
SW4	SW4 - 12-24m watercourse buffer strip on cultivated land	0.0000 HA	0.0000 HA	<a href="#">Open</a>
WD7	WD7 - Management of successional areas and scrub	1.5908 HA	0.0000 HA	<a href="#">Open</a>
WT1	WT1 - Buffering in field ponds and ditches in improved grassland	1.5908 HA	0.0000 HA	<a href="#">Open</a>
WT2	WT2 - Buffering in-field ponds and ditches on arable land	34.6877 HA	0.0000 HA	<a href="#">Open</a>

This screen shows the code and name for each option. For more information read [Countryside Stewardship grants](#).

It also shows the options measured in hectares or tonnes (to 4 decimal places) or metres (in whole numbers), where the land use is eligible for the option. It shows this both as the measurement or maximum area eligible, as well as the amount you are applying for under each option.

The text on the screen confirms that you must apply for at least 1 of the options to meet the minimum requirement. If you have a scheduled monument on your land parcel you should choose the most appropriate option to manage that feature.

Click 'Open' for each option you want to apply for. All the land parcels with a land use eligible for the option are listed (along with AB12 which does not relate to specific land parcels). You may need to scroll down the screen to see them all.

Add the amount of land, weight or measurement you want to apply for under the relevant options.

Depending on the options you choose, the screens include slightly different headings which are explained in the sections below under different option codes.



For all options except BE3 and AB12 the screen includes:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name you have previously allocated to the land parcel.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.
- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option (in hectares to 4 decimal places).

When the amounts for each land parcel are correct, click 'Save'.

Click 'Back' this will take you back to the list of options. Or click 'Close' if you have finished, to take you back to 'Edit your application'

For option BE3 (metres) the screen includes:

The sheet and parcel numbers, parcel names and crop type descriptions as explained in the section above.

It also includes:

- Applied for (metres) - the number of metres you are applying for under each land parcel. The number of metres you enter should be a whole number. If you enter a number with decimal places, this will be rounded to the nearest whole number automatically. (For HS1, to convert hectares to metres squared, divide the 'Applied for (ha)' area by 10,000.)

When the number of metres for each land parcel are correct, click 'Save'.

Then click 'Back' if you want to go back to the list of options. Or click 'Close' if you have finished, to take you back to the 'Edit your application' list.

For option AB12 the screen includes:

- Maximum quantity (based on AB9) – which shows the maximum amount of option AB12 you can apply for. You can apply 0.5 tonne (500kg) of AB12 for every 2ha of AB9 you included in your application under 'Winter food for seed-eating birds'.
- Applied for (tonnes) – enter the total number of tonnes (to 4 decimal places) that you are applying for under this option. This cannot be more than the 'Maximum quantity' (based on AB9).

When the amounts are correct, click 'Save'.

Then click 'Back' if you want to go back to the list of options. Or click 'Close' if you have finished, to take you back to the 'Edit your application' list.

## Annex 4 – Upland offer options

Use this section to help you complete your Upland offer options

Your land must be registered in the Rural Payments service to the SBI you're submitting the application for.

You will need to check that your registered land use and options are compatible for example: 'Management of rough grazing for birds (UP2)' the parcel is mapped as Upland breeding areas for Countryside Stewardship.

Land use for the year of application must be recorded as permanent grassland.

All land in the application must be within the Severely Disadvantaged Area (SDA) (applicants who wish to include land outside the SDA will need to apply for a Mid-Tier agreement).

There are 6 options and 4 supplements to choose from. As a minimum, you can pick one base option and two supplements or two base options and one supplement or three base options.

### Upland offer – Apply for base options and supplements

For the 'Upland Offer' you must apply for one of the following:

- at least 1 base option and 2 supplements
- at least 2 base options and 1 supplement
- at least 3 base options.

You can apply for more of these 'Upland Offer' options or supplements if you wish.

If you have a scheduled monument on a land parcel, you must choose the most appropriate option to manage that feature. For more information about managing scheduled monuments read the guidance on the Selected Heritage Inventory for Natural England ([SHINE](#)) website, click guidance, then useful links.

Select at least 1 upland base option and two compatible supplements or two upland base options and one compatible supplement or three upland base options, see scheme manual for further information. If you have a Scheduled Monument on a parcel, please select the most appropriate management option to manage that feature.

Item Code	Item Title	Eligible	Applied for	
BE3	BE3 - Management of hedgerows	<i>See Scheme Manual</i>	0 Metres	<a href="#">Open</a>
GS15	GS15 - Haymaking supplement	20.1013 HA	0.0000 HA	<a href="#">Open</a>
GS16	GS16 - Rush infestation control supplement	20.1013 HA	0.0000 HA	<a href="#">Open</a>
GS17	GS17 - Lenient Grazing Supplement	17.5987 HA	0.0000 HA	<a href="#">Open</a>
GS5	GS5 - Permanent grassland with very low inputs in SDA	17.5987 HA	0.0000 HA	<a href="#">Open</a>
HS5	HS5 - Management of historic and archaeological features on grassland	17.5235 HA	0.0000 HA	<a href="#">Open</a>
SP6	SP6 - Cattle grazing supplement	20.1162 HA	0.0000 HA	<a href="#">Open</a>
UP1	UP1 - Enclosed rough grazing	17.6126 HA	0.0000 HA	<a href="#">Open</a>
UP2	UP2 - Management of rough grazing for birds	17.6126 HA	0.0000 HA	<a href="#">Open</a>
WD7	WD7 - Management of successional areas and scrub	17.6126 HA	0.0000 HA	<a href="#">Open</a>

This screen shows the code and name of each option. For more information read [Countryside Stewardship grants](#).

It also shows the options measured in hectares (to 4 decimal places) or metres (in whole numbers) where the land use is eligible for the option. As well as the area or length you're applying for under each option.

The text at the top of the screen shows how many base options and supplements you must apply for as explained above.

Click 'Open' for each option you want to apply for. All the land parcels with a land use eligible for the option are listed. You may need to scroll down the screen to see them all.

Add the length of hedge or amount of land you want to apply for under the relevant options.

The information on the screen is explained below:

- Sheet Number – the Ordnance Survey sheet reference.
- Parcel Number – the specific land parcel reference number.
- Parcel name – the name you have previously allocated to the land parcel.
- Crop type description – the land use code and land use description for the land parcel. If the land parcel has more than one eligible land use, they will be listed on separate lines.

For option BE3 the screen will include:

- Applied for (metres) – the length of hedge in metres you're applying for under each land parcel. The length should be a whole number. If you enter a number with a decimal place, this will round automatically.

For all other options or supplements the screen will include:

- Eligible (ha) – the total area of land that is eligible for the option (based on the land use code).
- Applied for (ha) – the area of the land parcel you are applying for under the option (in hectares to 4 decimal places). (For HS1 and HS8, to convert hectares to metres squared, divide the 'Applied for (ha)' area by 10,000.)

For all options:

When the length or area for each land parcel is correct, click 'Save', before you click 'Back' which will take you back to the list of options.

Click 'Close' after you have added all the land you want to apply for under these options, to take you back to the 'Edit your application' list.

## **Annex 5 – Options map**

You must complete an options map for all wildlife offer applications.

### **How to complete your options map**

You may find that the easiest way to complete your options map is to mark an option on the map at the same time as you choose it in the Rural Payments service.

Add each option you want to include in your application as follows:

- Mark every option you have chosen with a coloured pencil on your Options map(s) using the appropriate colour for that option as specified on the Options map key.
- Write the appropriate option code, using a black pen, on or against the option in each place where you have marked it on your Options map(s). The option markings must be clear and understandable, to be accepted.
- Take care to measure option lengths or areas and then calculate values accurately as errors may lead to the reduction of payments and to penalties being applied.
- For double sided hedges add the hedge twice, either side of the boundary. Note however, this is only allowed where both sides of the boundary are registered in the Rural Payments service. If one side has not been registered you are only allowed a single sided hedge.

Do not use correcting fluid on the maps as this will make them invalid.

Keep a copy for your records, and read the 'Supporting documents and evidence' section for more information about sending your maps to RPA.

## **Annex 6 – Farm Environment Record (FER) map**

You must complete a FER map for all wildlife offer applications

**If you have a FER map from a previous Environmental Stewardship agreement** and there has been little or no change to the environmental features on your land, you may be able to use that map (updated as necessary as explained under ‘Mark your environmental features and areas on your map’).

**If you do not have a FER map from a previous Environmental Stewardship agreement** and/or there have been changes to the environmental features on your land then mark them on one of the copies you’ve taken of the blank Options/FER map.

Remember that cross compliance requirements apply across the whole holding.

### **How to complete your Farm Environment Record (FER) map**

The FER map does not need to cover the whole holding but it must include any land parcels that have proposed multi-year options (permanent or rotational) and any proposed capital items.

You must mark on the FER map:

- any land parcels in your application that are at moderate to high risk of run-off or soil erosion
- all environmental features and areas in the land parcels in your application
- all land parcels under your SBI that will be used for rotational options during the whole 5 year period of the agreement
- all Sites of Special Scientific Interest (SSSI) or Scheduled Monuments (SM) within your control under your SBI.

There is an obligation to retain features mapped in the FER map and protect them from damage or removal for the duration of the agreement.

You must identify and map the features listed and described on the FER map(s) key that are present on your land.

Keep a copy for your records, and read the ‘Supporting documents and evidence’ section for more information about sending your maps to RPA.

## **Identify and mark land parcels identified with ‘moderate to high run-off and soil erosion risk’**

Before you complete the FER, you should consider whether any of your land is at risk from surface runoff and soil erosion. You must do this for all of the land parcels on the holding. The risk assessment should be based on inherent risk, proximity and connection to a waterbody, such as a pond, lake, ditch, stream or river and on managed risk.

To do this use this the assessment form on GOV.UK, search for '[Run-off and soil erosion assessment: Countryside Stewardship](#)' form:

**Using the risk assessment you must now mark on the FER, in brown hatching, all fields that have been identified as at moderate or higher risk of surface runoff and soil erosion.**

## **Mark your environmental features and areas on your map**

You need to mark all of your environmental features and areas on the FER map(s) (as shown in the map key). Walking your holding will help you see which land parcels are suited to Countryside Stewardship options. This may also help you to identify where to mark the environmental features on your FER map(s). Your Environmental Information map (EIM), available to generate, download and print, may also indicate features that you need to mark on your FER map(s).

Make sure your FER map(s) are clear and accurate.

If you want to use a previous Environmental Stewardship (ES) FER map, consider the need for any updates (read 'Updating an Environmental Stewardship (ES) FER map') and decide whether the updated map would be clear and understandable. For former ELS/HLS agreements the combined FER/FEP map may contain significant information not required for CS. If this is the case you may prefer to complete a new CS FER map.

Use the colours on the FER maps key. Confirm that you have a feature by marking the corresponding blank symbol on the right side of the map key with the coloured pencil you have used to mark that feature.

You must submit the completed map(s) as part of your application.

Please read the specific information below for the following features:

### **Marking ‘boundaries with trees’**

Only boundaries with, on average, one or more eligible trees for every 100 metres need to be marked as ‘boundaries with trees’.



For example, a hedgerow of 400 metres would need to have at least four eligible trees along its length. Eligible trees are those that are native species, standing within 1 metre of a hedgerow and over 30 centimetres diameter at breast height.

These boundaries should be marked with a green cross over the boundary line, as shown in the FER map's assigned colour key (in-field trees still need to be counted and marked as shown in the key).

If you are using a FER map from an earlier ES agreement and it shows the number of hedgerow trees, you do not need to change it.

### **Marking hedges**

On accepting a CS agreement you will be agreeing that you will not cut more than 50% of hedges in any one year. This is a scheme baseline requirement that covers all hedges in Mid Tier and Higher Tier agreements. It covers all hedges marked on the FER map which meet the following CS hedge definition:

'Any planted boundary lines of shrubs (a woody plant where the distance between the ground and the base of the leafy layer is less than 2 metres) which are over 20 metres long and less than 5 metres wide (between major woody stems at the base) and are composed of at least 80% native shrubs'.

This does not apply to road and trackside hedges that need to be cut annually or more frequently for public safety.

To mark the cutting regime of the hedges on the FER map you will need to use two different types of marking as indicated in the FER map's assigned colour key, as detailed below:

- Hedgerow (meets 50% annual cutting limitation). These hedges are managed as the baseline requirement of the scheme – no more than 50% of these hedges are cut in any one year. (This includes hedges that are included in CS capital or revenue options and therefore have specific management prescriptions). These specific prescriptions should be followed by the Agreement Holder and checked on inspection, rather than the baseline requirement.
- Hedgerow (exempt from the cutting limitation). For hedges that need more regular cutting to maintain public safety.

### **Updating an Environmental Stewardship (ES) FER map**

If you are using a FER map from an earlier ES agreement, you must check that it is up to date before submitting it with your CS application. If the ES FER map does not include all the land parcels in your application, you must

update your CS FER map for those new land parcels as explained at 3) below.

Please check and update it as follows:

1. On the ES FER map:
  - a) strike out any land on the ES FER map that is not to be included in the CS application.
  - b) add any new features not showing on the ES FER map (for example, a new pond).
  - c) identify any hedgerows that are exempt from the 50% annual cutting limitation, by marking them using the symbols indicated on the CS FER map key.
2. Compare the new CS FER map key with your existing ES FER map key: If there are any features listed on the CS FER map key that are not on the ES FER map key mark them on the ES FER map, using the symbols given in the CS FER map key. (Some earlier ES FER maps did not include earth banks, scrub, bracken, boulders and rocky outcrops).
3. On the CS FER base map: Mark the environmental features and soil erosion risk on any new land parcels not included in the ES FER map.
4. Sign and date the updated ES FER map, to confirm it is complete and accurate. If you have made any annotations to the CS FER map you will need to include both the ES FER and CS FER maps with the application.

The updated map(s) must be clear and understandable. If we find that a FER map is not clear and understandable, we will not be able to accept it.

## Annex 7 – How to avoid common mistakes in your application

This information will help you avoid the common mistakes we find customers make in their applications that delay their progress.

- Check and update your information in the Rural Payments service including:
  - Personal details, business and contact details – make sure these are all up to date in the Rural Payments service, including email address. Read ‘Check your personal details’ and ‘Check your business details’.
  - Permission levels – check that everyone who can act for your business has the correct permission levels in the Rural Payments service. Read ‘Check your permission levels’.
  - Land use – check and update your land use if needed. In particular check that the land use codes used in the Rural Payments service are correct at the time you apply, and that the land parcels are eligible for the scheme. Read ‘Check your land use’ and ‘Change your land use’.
- Options or FER maps and other supporting documents – the information in these must match or support the information in the application. Read about your maps under ‘View and print documents’, and read ‘Supporting documents and evidence’.
- Rotational arable options – take care to add to this application all land parcels you intend to use for rotational crops for the whole 5 years. Read ‘Add land parcels to our application’ and ‘Annex 1 – Arable offer options’.
- Check your application meets the scheme rules – read the ‘Mid Tier and Wildlife Offers’ manual before you start your application to make sure you understand how to meet the rules of the scheme. Read ‘Mid Tier and Wildlife Offers’ manual on GOV.UK.
- Submit your application to RPA – check that you have received a screen message confirming that you have submitted your application successfully before you leave that screen. Read ‘Submit your application’.

- Supporting documents and evidence that must be submitted to RPA – make sure you email or post these to RPA, without this information we cannot progress your application. Read ‘Supporting documents and evidence’. Read ‘Supporting documents and evidence’.
- Agreement offer declaration – when you receive your agreement offer, make sure that the person who signs the acceptance declaration has the correct permission level. Read ‘Next steps’.